



# Nurse Corps Scholarship Program

**School Year 2022-2023  
Application & Program Guidance  
March 8, 2022**

Application Submission Deadline: May 5, 2022, 7:30 p.m. ET

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Health Resources and Services Administration  
Bureau of Health Workforce  
5600 Fishers Lane  
Rockville, Maryland 20857

**For questions**, please call 1-800-221-9393 (TTY: 1-877-897-9910) Monday through Friday (except federal holidays) 8:00 a.m. to 8:00 p.m. ET or [contact the Bureau of Health Workforce online](#).

*Authority: Section 846(d)-(i) of the Public Health Service Act, as amended (42 U.S.C. 297n(d)-(i)).*

Assistance Listings (AL/CFDA) Number 93.303

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## **Privacy Act Notification Statement**

### **General**

This information is provided pursuant to the Privacy Act of 1974 (Public Law 93-579), as amended, for individuals supplying information for inclusion in a system of records.

### **Statutory Authority**

Section 846(d)-(i) of the Public Health Service Act (PHSA) Act, as amended (42 USC 297n (d) –(i)).

### **Purposes and Uses**

The purpose of the Nurse Corps Scholarship Program (Nurse Corps SP) is to provide scholarships to nursing students in exchange for a minimum two-year full-time service commitment (or part-time equivalent), at an eligible health care facility with a critical shortage of nurses. The information that applicants supply is used to evaluate their eligibility, qualifications, and to assess their continued compliance with the applicable standards for participation in the Nurse Corps SP. In addition, information from other sources is considered (e.g., credit bureau reports).

An individual's contract, application, required supplemental forms, supporting documentation, related correspondence, and data are maintained in a system of records to be used within the U.S. Department of Health and Human Services (HHS) in connection with Nurse Corps SP activities. The information may also be disclosed outside HHS, as permitted by the Privacy Act and Freedom of Information Act (FOIA), to the Congress, the National Archives, the Government Accountability Office, and pursuant to a court order and various routine uses as described in the [System of Record Notice 09-15-0037](#).

### **Effects of Nondisclosure**

Disclosure of the information sought is voluntary; however, if not submitted, except for the replies to questions related to race/ethnicity, an application may be considered incomplete and therefore may not be considered for funding under the Nurse Corps SP.

### **Paperwork Reduction Act Public Burden Statement**

The purpose of this information collection is to obtain information through the Nurse Corps SP, which is used to evaluate their eligibility, qualifications and to assess their continued compliance with the applicable standards for participation in the Nurse Corps SP. The OMB control number for this information collection is 0915-0301 and it is valid until 04/30/2023. This information collection is required to obtain a benefit (Section 846(d) of the Public Health Service Act (42 United States Code 297n (d)), as amended). Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or [paperwork@hrsa.gov](mailto:paperwork@hrsa.gov).

## **Non-Discrimination Policy Statement**

In accordance with applicable federal laws and HHS policy, the Department does not discriminate on the basis of any non-merit factor, including race, color, national origin, religion, sex, sexual orientation, gender identity, disability (physical or mental), age, status as a parent, or genetic information.

## **Program Overview**

***Please read the FY 2022 Application and Program Guidance, referred to hereafter as “Guidance,” in its entirety before proceeding with an application. This Guidance explains in detail the eligibility requirements and application and award procedures as well as the incurred tax burden<sup>1</sup>, and the rights and obligations of individuals selected to participate in the Nurse Corps SP. This Guidance provides information regarding the commitment to serve at an eligible health care facility with a critical shortage of nurses and the financial, legal, and other consequences of failing to perform that commitment.***

## **INTRODUCTION**

The Nurse Corps SP is a competitive program administered by the Bureau of Health Workforce (BHW) within HHS’ Health Resources and Services Administration (HRSA). HRSA improves the health of underserved and vulnerable populations by strengthening the health workforce and connecting skilled professionals to communities in need. The Nurse Corps SP’s holistic approach to application review allows for the program to consider the student as a whole person and to select recipients who are likely to remain at their service sites even after their Nurse Corps SP commitment is fulfilled.

The Nurse Corps SP’s purpose is to provide scholarships to nursing students in exchange for a minimum two-year, full-time service commitment (or part-time equivalent) at an eligible health care facility with a critical shortage of nurses.

Applicants are strongly encouraged to explore the types of nursing opportunities that exist in eligible critical shortage facilities (CSFs) before applying to the Nurse Corps SP. Upon graduation and licensing, all participants must fulfill their service obligation at an eligible health care facility and are required to do so in the discipline (Registered Nurse (RN) or Nurse Practitioner (NP)) for which they were funded (see the [Service Requirements](#) section).

There is a lack of quality behavioral healthcare and behavioral health training for Advanced Practice Registered Nurses (APRNs).<sup>2</sup> To address this need, the Nurse Corps SP supports students who pursue a broader scope of practice through Psychiatric-Mental health nurse practitioner education and training to increase access to quality behavioral health services. HRSA reserves up to 50 percent of Nurse Corps SP funds for the education of NPs, with up to 20 percent of the total reserved funding dedicated to NPs specializing in psychiatric-mental

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<sup>1</sup> This explanation is not a substitute for tax advice from the IRS. Applicants/participants for this APG should seek advice from the IRS or a tax advisor.

<sup>2</sup> American Hospital Association. [“The State of Behavioral Health Workforce”](#) (2016)

health. Through this approach, the Nurse Corps SP aims to support providers who are well-positioned to address the shortage of psychiatric-mental healthcare professionals and to combat the opioid epidemic.

The benefits of participating in the Nurse Corps SP are:

1. **Service.** Nurse Corps SP participants have the opportunity to increase access to care by delivering nursing services in eligible health care facilities with a critical shortage of nurses.
2. **Scholarship Funds.** Nurse Corps SP provides the following:
  - a. Funds to support nursing school tuition and eligible fees;
  - b. An annual payment for other reasonable costs (ORC) to cover expenses for books, clinical supplies, and instruments; and
  - c. Monthly stipends to cover living expenses.

## Special Funding

### *Women's Health and Certified Nurse Midwifery*

Maternal mortality and morbidity are key indicators of women's health worldwide. Each year, more than 300,000 women across the globe die from complications associated with pregnancy or childbirth.<sup>3</sup> In 2015, the U.S. ranked 46th among the 181 countries identified, with a maternal mortality rate that is among the highest of developed countries.<sup>4</sup> According to the Centers for Disease Control and Prevention (CDC), in 2018 the maternal mortality rate was 17.4 deaths per 100,000 live births.<sup>5</sup>

Too often, women cannot initiate prenatal care within the first trimester of their pregnancy due to lack of access to providers or coverage for services.<sup>6</sup> Provider availability, knowledge, training, and preparedness, as well as access to life-saving medication and tools, are factors that contribute to high maternal mortality rates. The Nurse Corps SP supports increasing the skilled workforce of Women's Health Nurses, Advanced Practice Nurses (APNs), and Certified Nurse Midwives (CNMs) who are trained to provide care for women, and practice in rural and underserved communities. HRSA has reserved up to \$5 million for the education of RN's planning to work in women's health or obstetrics, nurse practitioners with a women's health or obstetrics and gynecological specialization, and CNMs in an effort to improve workforce distribution and strengthen health systems, thereby improving maternal health outcomes.

### *Career Pathways*

The Nurse Corps SP's goal of improving the accessibility to quality of care can be carried out by increasing the supply of registered nurses with the ability to respond to the growing nursing

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<sup>3</sup> World Health Organization. ["Trends in maternal mortality" \(2015\)](#)

<sup>4</sup> Situation by Country. - ["Maternal Mortality" \(2017\)](#)

<sup>5</sup> United States Data Release. - ["Maternal Mortality" \(2018\)](#)

<sup>6</sup> Health Affairs. - [Failure of Prenatal Care Policy for the Poor](#)

shortage, surge capacity, and other public health crises such as a global pandemic. The RN workforce is expected to grow from 2.9 million in 2016 to 3.4 million in 2026, an increase of 438,100 or 15 percent.<sup>7</sup> The Bureau of Labor Statistics projects the need for an additional 203,700 new RNs each year through 2026 to fill newly-created positions and to replace retiring nurses.<sup>8</sup>

To support this effort, the Nurse Corps SP has set aside up to \$2 million to create a career pathway to obtaining a qualifying degree to become a RN. Students with multiple career designations of entry include health professionals such as Certified Nursing Assistants, Home Health Aides, Medical Assistants, Licensed Practical (Vocational) Nurses, and other entry-level health professionals. These professionals have invested time and effort into providing care for patients, and have embarked on their career in the nursing profession. These entry-level health professionals provide day-to day care in hospital settings, physician’s offices, outpatient facilities, clinic settings, long-term and extended care facilities, and private homes (see [Required Supporting Documentation](#)).

### Funding Allocations

Category	
Advanced Practice Registered Nurses with certifications in Women’s Health (WHNPs and CNMs) and certified OB/GYN RNs working in OB/GYN settings in eligible CSF – up to \$5 million set-aside.	
Career Pathways/entry-level health professionals seeking degrees to become a registered nurse – up to \$2 million set-aside.	
Category	Sub-category
Nurse Practitioners – up to 50 percent of the remaining funding.	<ul style="list-style-type: none"> <li>Psychiatric NPs (including Post-Graduate Certificate) – up to 20 percent of the total.</li> <li>Other NPs – up to 30 percent of the total.</li> </ul>
Registered Nurses and other Advanced Practice Registered Nurses (excluding NPs) – up to 50 percent of the remaining funding.	

### AWARD INFORMATION

The Nurse Corps SP provides a scholarship to students that covers various costs, with limitations and exclusions:

<sup>7</sup> [American Association of Colleges of Nursing](#)

<sup>8</sup> Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Registered Nurses, at <https://www.bls.gov/ooh/healthcare/registered-nurses.htm> (visited January 5, 2021).

## Tuition and Required Fees

- a. **Tuition and eligible required fees paid directly to the school.** The school of nursing or the school's authorized financial office must submit an itemized invoice to the Nurse Corps SP for payment of tuition and fees for each term. Any fees on the invoice that are already included in the ORC (discussed below) will not be approved for payment to the nursing school.
- b. **Summer sessions.** The Nurse Corps SP will only pay tuition and fees for required courses in summer school sessions when: (1) the summer session is an academic term normally required by the school for all students in the same program, and (2) the summer session is in progress during a participant's contract period.
- c. **Repeated coursework.** The Nurse Corps SP will not pay tuition and fees for repeated coursework for which the Nurse Corps SP has previously made a payment (e.g., cost of the repeated course). If the repeated coursework does not delay a participant's graduation date, the scholarship payments for other tuition and fees may continue. The decision to continue scholarship payments while participants are repeating coursework is made at the discretion of the Nurse Corps SP. Participants who must repeat coursework must immediately contact the Nurse Corps SP via the [Customer Service Portal](#). Failure to do so will result in the discontinuation of monthly stipend payments or other actions from the Nurse Corps SP.
- d. **Overload Fee.** The Nurse Corps SP will pay an overload fee or increased tuition rate charged to students who enroll in courses for a total number of credits hours in excess of a full course load.
- e. **Increases in tuition or required fees.** Payments for any increases in tuition or required fees that are reported by the school after the award has been made are not guaranteed and are subject to the availability of funds.
- f. **Attending more than one school.** For participants enrolled in programs that require taking classes at more than one school/campus, please be advised that payments will only be made to other institutions that have degree program agreements with the nursing institution named in the Nurse Corps SP application, and only for courses required as part of the degree program.
- g. **Required courses.** The Nurse Corps SP will not pay for additional courses beyond those required for graduation. In addition, the Nurse Corps SP will not pay for tuition costs or fees unrelated to the degree/program, such as loan processing fees, penalty or late fees, and other similar expenses.
- h. **Transfers to other academic institutions are strongly discouraged.** Transfers to other academic institutions are strongly discouraged once the applicant has been accepted into the Nurse Corps SP. Transfers are considered on a case-by-case basis. Transfer requests must include a completed Verification of Acceptance (VOA) and/or Enrollment Verification Form (EVF) as appropriate, by the school to which the requested transfer is being made, and be **approved by the Nurse Corps SP in advance** to ensure continued eligibility for funding. The Nurse Corps SP award is based on the cost of attendance at the initial school of record for all school year contracts executed during the Fiscal Year 2022 application cycle. If a transfer is approved, the Nurse Corps SP will not cover any increase in tuition and/or fees for the new institution; participants are responsible for the difference.  
**Changes in the type of nursing program will not be approved.**

### Other Reasonable Costs

The ORC is a single annual payment provided directly to each Nurse Corps SP participant to assist in covering the cost of books, clinical supplies/instruments, and uniforms. The payment is based on information obtained directly from the institution regarding the approximate cost of these items and is determined independently for participants. ORC payments are determined prior to the disbursement of the scholarship award, cannot be adjusted or changed even if additional expenses arise, and will vary from student to student depending on the student's program and graduation date. The ORC payment is **reduced proportionately** for students who plan to attend less than a full school year (e.g., December graduates).

### Stipend Payment

For the 2022-2023 academic year, the Nurse Corps SP will pay each full-time student a monthly stipend of \$1,466 (which is reduced after federal income and Federal Insurance Contributions Act (FICA) taxes are deducted). The final stipend payment may be adjusted  $\pm$  by a minimum amount of \$0.01 due to rounding on the withholding calculation.

- a. Stipend payments will be delayed or placed on hold if documents requested by the Nurse Corps SP (e.g., invoices, EVFs, transcripts, etc.) have not been received. Stipend payments may also be stopped if a student is repeating coursework that has already been paid for by the Nurse Corps SP or if the repeated coursework results in a change in registration status (full-time/part-time).
- b. Stipend payments will stop the month the nursing coursework is completed, upon graduation, or when the Nurse Corps SP contract terminates for any reason, whichever comes first.

### ELIGIBILITY REQUIREMENTS AND AWARD PROCESS

To be eligible for a Nurse Corps SP award, all applicants must:

1. Be a U.S. citizen (either U.S. born or naturalized), U.S. National, or Lawful Permanent Resident. Applicants must present proof of U.S. citizenship or status as a U.S. National or Lawful Permanent Resident, which includes a **U.S. birth certificate, an unexpired U.S. Passport ID page or U.S. Passport Card, a Certificate of Citizenship, a Naturalization Certificate, or a Permanent Resident Card (Green Card)**.

**Please note:** A driver's license, marriage certificate, or Social Security card is **not** acceptable as proof of U.S. Citizenship, U.S. National, or Lawful Permanent Resident status. Failure to provide the appropriate documentation will result in an ineligible application. Documentation requirements can be found in the [Required Supporting Documentation](#) section.

2. Be enrolled or accepted for enrollment as a full-time student in an accredited nursing degree program in clinical nursing at one of the following:
  - **AN ASSOCIATE DEGREE SCHOOL OF NURSING:** A department, division, or other administrative unit in a junior college, community college, college, or university which provides primarily or exclusively a two-year program of education in professional nursing and allied subjects leading to an associate degree in nursing or to an equivalent degree.
  - **A COLLEGIATE SCHOOL OF NURSING:** A department, division, or the administrative unit in a college or university that primarily or exclusively provides a program of education in professional nursing and related subjects leading to a degree of bachelor of arts, bachelor of science, bachelor of science in nursing (BSN), or graduate degree in nursing leading to licensure either as a registered nurse or nurse practitioner licensure.
  - **A DIPLOMA SCHOOL OF NURSING:** A school affiliated with a hospital or university, or an independent school, which provides primarily or exclusively a program of education in professional nursing and allied subjects leading to a diploma or to an equivalent evidence of completion.
  - **RN-to-Baccalaureate (Bridge Program) BSN:** Nursing program for RNs who already have an Associate Degree in Nursing or Diploma degree in nursing and receive a BSN. The curriculum may be designed to accelerate the RN to baccalaureate completion usually through a combination of “Bridge” transition and core courses.
  - **Direct-Entry or Equivalent Degree Program:** Admits students with baccalaureate or graduate degrees in other disciplines and no previous nursing education. Program prepares graduates to enter into the nursing profession and awards a Master’s of Science in Nursing (MSN) or Doctorate of Nursing Practice (DNP) degree leading to initial licensure as a registered nurse and then continuing with training in an advanced practice role of nurse practitioner, nurse-midwife, nurse-anesthetist, or clinical nurse specialist.

**Eligible:** Enrolled into graduate portion of Advanced Practice Registered Nursing Program, which confers an MSN or DNP degree. Applicant holds an unencumbered RN license in a state, the District of Columbia, or a U.S. Territory, is accepted/enrolled in the NP portion of the graduate degree, and applied for master’s or doctorate NP funding.

**Not Eligible:** If applicant has not completed the RN portion of the program and does not hold an unencumbered RN license at the time of application, the applicant is not eligible to apply for or receive graduate NP funding.

3. Be enrolled in or accepted for enrollment in a school of nursing (as outlined above) located in a state, the District of Columbia, or a U.S. Territory.

4. Begin taking classes on or before September 30, 2022, in the accredited nursing degree program for which you are applying to use Nurse Corps SP funds for academic term 2022-2023.
5. Submit a complete application.

NOTE: The degree indicated on the application is the **ONLY** degree that the Nurse Corps SP will support during your matriculation in school and service period.

An applicant is deemed **ineligible** for participation in the Nurse Corps SP if they have at the time of their application or at any time during their academic or service period experienced any of the following situations:

- a. **Has any current or past judgment liens** against his or her property arising from a debt owed to the United States;
- b. **Has defaulted on a prior service obligation** to the federal government, a state or local government, or other entity, even if the applicant subsequently satisfied that obligation through service, monetary payment, or other means;
- c. **Is excluded, debarred, suspended, or disqualified** by a federal agency; or
- d. **Has an existing service obligation.** An applicant who is already obligated to a federal, state, or other entity for professional practice or service after academic training is not eligible for a Nurse Corps SP award. An exception may be made if the entity to which the obligation is owed provides documentation that there is no conflict in fulfilling the service commitment to the Nurse Corps SP and that the Nurse Corps SP service commitment will be served first. A Nurse Corps SP participant who subsequently enters into another service commitment and is not immediately available after completion of their degree to fulfill their Nurse Corps SP service commitment is subject to the breach-of-contract provisions described in the [Non Compliance Penalties](#) section of the Guidance. Participation in a program with a previous service commitment that has been met will not bar participants from applying to the Nurse Corps SP.
- e. **Has defaulted on any federal payment obligations** (e.g., student loans, student service obligation, federal income tax liabilities, mortgages) or non-federal payment obligations (e.g., court-ordered child support payments); or
- f. **Has had a write off** of any federal or non-federal debt as uncollectible.  
**Please note: Nurse Corps SP will conduct a credit check prior to making an award.**

Among eligible applicants, the Nurse Corps SP determines scholarship awardees using holistic approach selection factors and a funding preference.

The Nurse Corps SP's holistic approach is a review of the applicant as a whole person. The key elements of this approach include, but are not limited to: community service involvement, extracurricular activities, letters of recommendation, work and life experiences, and academics.

## *Selection Factors*

The following selection factors are considered when determining scholarship awardees:

1. **Academic performance.** Applicant must meet all academic requirements as required by his or her school/program and must submit complete transcripts.
2. **Response to essay questions.** Applicant must demonstrate a thorough commitment to a career in nursing; interest/motivation in providing care to underserved communities and vulnerable populations; and relevant work experience and/or activities (e.g., community service, research, and internships) that have prepared the applicant to work with underserved populations.
3. **Resume/curriculum vitae.** Applicant must summarize their educational qualifications, work experience, and volunteer/community service in chronological order.
4. **Recommendation letters.** Letters must provide a detailed description of the applicant's interest and motivation to serve underserved populations through work experience, coursework, special projects, and research. The recommenders should consider the applicant's completion of any federal pipeline program (see [Definitions](#)); performance in school; education/work achievements; community/civic or other non-academic achievements; and demonstration of ability to work and communicate constructively with others.

## *Funding Preference*

There is a funding preference for applicants with the greatest financial need. An applicant's financial need is determined based on the applicant's Expected Family Contribution (EFC), which is provided on the official 2022-2023 Student Aid Report (SAR) generated through the Free Application for Federal Student Aid (FAFSA). Applicants with an EFC between \$0 and \$5,846 are considered to have the greatest financial need. The FAFSA's SAR is calculated by the Department of Education, **not** by the Nurse Corps SP.

Qualified applicants with the greatest financial need (i.e., applicants with an EFC between \$0 and \$5,846) will receive funding preference. Subsequently, applicants outside of the established EFC will be considered for an award as funds are available. All awards are made based on the following tiers:

Tier 1: Applicants enrolled or accepted for enrollment in an accredited diploma, undergraduate, or graduate nursing program leading to a registered nurse license and/or nurse practitioner or an accredited graduate level nurse practitioner program, including certified nurse midwives and Psychiatric-Mental Health Nurse Practitioner (PMHNP) post-graduate certificates, registered as full-time students for every consecutive term.

Tier 2: Applicants enrolled or accepted for enrollment in an accredited graduate nursing program for certified registered nurse anesthetists or clinical nurse specialists as full-time students for consecutive terms.

### **Anticipated Awards**

For the 2022-2023 academic year, the Nurse Corps SP is expected to be highly competitive. The program anticipates more applicants for scholarship awards than there are funds available. It is expected that approximately 520 new and continuation awards will be made for the 2022-2023 academic year. Traditionally, Nurse Corps SP funds have been sufficient to reach only applicants in Tier 1.

Once an applicant has been selected for an award, the program will provide the applicant with information for logging into the [Customer Service Portal](#). This web-based system will allow Nurse Corps SP participants to communicate with Nurse Corps SP staff and to manage communications with the program, such as updating contact information and requests for additional information. Please note that Nurse Corps SP participants are subject to changes in the statute and/or policies of the Nurse Corps SP that occur after receipt of award.

## **UNDERSTANDING THE CONTRACT AND SERVICE OBLIGATION**

### **Initial Contract Period and Additional Support through Continuation Awards**

The Nurse Corps SP award and contract is for the 2022-2023 academic year (July 1, 2022 – June 30, 2023). Any funding for subsequent school years provided after June 30, 2023, is optional and considered to be for another contract year. Funding for additional school years (Continuation Awards through Optional Contracts) requested by the applicant and agreed to by HHS Secretary or designee are documented in additional executed contracts for each year as needed. Support is provided during the academic years agreed to in the executed contracts (not to exceed four consecutive (4) years), beginning with the 2022-2023 academic year and is based on the cost of the initial school of record (i.e., the school attended at the time the initial contract is executed). Scholarship funding will not be deferred. Awards are for consecutive academic terms.

Additional scholarship support will only be provided for the same nursing degree, program, and specialty for which the Nurse Corps SP participant's original contract was funded. To request additional scholarship support for the 2023-2024 academic year or any subsequent academic years, each Nurse Corps SP participant must submit a signed contract for that academic year and a report verifying that they are still in an acceptable level of academic standing. Participants will not need to reapply for scholarship support. Participants can request optional continuation contracts for subsequent academic years through graduation up to a maximum of four (4) academic years of support. The Nurse Corps SP will notify participants when requests for additional support are due.

The granting of continuation awards depends upon the availability of funds for the Nurse Corps SP and is contingent upon a participant's:

1. Continued eligibility to participate in the Nurse Corps SP (e.g., acceptable level of academic standing, not repeating coursework);
2. Compliance with policies and procedures established by the Nurse Corps SP for requesting continued support; and
3. Past compliance with program policies and requirements.

Participants requesting continued support must be able to support themselves financially until the scholarship benefit payment schedule can be reinstated. If a continuation award is granted, the first payment may not be issued until mid-November, but it will include stipend payments retroactive to July 1 and the annual ORC payment.

### Service Obligation

All participants incur, at a minimum, a two-year full-time service obligation (or part-time equivalent), but will have a longer service obligation if they receive support beyond two years, as set forth below. Service obligations must be served under the degree for which participants were funded, and in an eligible facility, as defined below. Participants are encouraged to begin searching and applying for open positions as soon as they are eligible to do so. Participants have up to nine (9) months from the date of graduation to obtain an unencumbered permanent nursing license, accept an offer of employment from a Nurse Corps SP-approved CSF and commence full-time (or, if approved, part-time) work providing clinical services at the CSF.

Participants who sign "Full-Time Student" contracts incur an obligation to provide one year of full-time service for each full or partial school year of support received beyond two years as set forth in the table below. For example, a student who receives a full year of support (12 months) the first school year, a partial year of support (6 months) the second school year, and a full year of support the third school year will owe the equivalent of three years of full-time clinical service. (If a participant receives support for one year or less, there is **still** an obligation to serve two years.)

Years of Scholarship Support	Years of Service Obligation
Up to 1 Full or Partial School Year (2022-2023)	2 Years Full-Time
Up to 2 Full or Partial School Years (2023-2024)	2 Years Full-Time
Up to 3 Full or Partial School Years (2024-2025)	3 Years Full-Time
Up to 4 Full or Partial School Years (2025-2026)	4 Years Full-Time

## Contract Termination

The HHS Secretary or designee will terminate a Nurse Corps SP contract for an academic year if, on or before June 1 of the school year, the participant:

1. Submits a written request to terminate their contract for that academic year through the [Customer Service Portal](#); and
2. Repays all amounts paid to, or on behalf of, the participant for that academic year, including pre-tax tuition, stipends, and ORC.

If a participant meets these requirements and the contract is successfully terminated, they will no longer have a service obligation *for that school year*. Please note, however, that if a participant received Nurse Corps SP support for one or more prior full or partial school years, they will still owe service in return for those prior years of support (**two year minimum**). Additionally, if a Nurse Corps SP participant does not meet the requirements to terminate, and the contract remains in effect, they will incur a service commitment for the full or partial year of support received, as set forth in the "[Program Requirements](#)" section of this Guidance. These requirements apply to requests for terminating the initial/first contract as well as any optional contract(s).

## Taxes and Financial Information

***Please Note: the ENTIRE Nurse Corps SP award is subject to federal taxes, including tuition, fees, ORC, and monthly stipend payments.***

Under Section 117 of the Internal Revenue Service (IRS) Code, scholarship amounts received as payment for services required as a condition of the scholarship **are** taxable income. HHS will withhold federal income tax and the "employee" share of FICA tax from ALL components of the award. HRSA's withholding of income and employee FICA tax from tuition payments means that a participant's award will be reduced accordingly. If the amount withheld does not cover a participant's tax obligations, the participant is responsible for paying the remainder to the IRS. Nurse Corps SP suggests that participants and potential participants speak with a financial aid advisor at their nursing school to learn about financial aid options that may assist with covering any unpaid costs. For questions related to the tax withholdings, Nurse Corps SP suggests that participants speak with a professional tax advisor, visit [www.irs.gov](http://www.irs.gov), use the [IRS Tax Withholding Estimator](#), or contact the IRS Tax Help Line at (800) 829-1040.

All of the Nurse Corps SP funds disbursed to participants, *or to their school on their behalf*, are reported to the IRS on a Form W-2, Wage and Tax Statement after the end of the tax year. Scholarship payments may also be subject to state and local income taxes. **Please note that state and/or local taxes are not withheld from any of the Nurse Corps SP payments.**

Participants who want additional funds withheld from their award should indicate the amount to be deducted on the appropriate line on the Employee's Withholding Allowance Certificate (Form W-4).

## PROGRAM REQUIREMENTS WHILE IN SCHOOL

Nurse Corps SP participants must maintain enrollment in the nursing program until the program is complete. Nurse Corps SP participants must verify their enrollment status through the [Customer Service Portal](#) for each term (e.g., semester, quarter) through an EVF. Additionally, a designated school official must certify the participant's full-time enrollment and each participant must submit a transcript after the add/drop date at the beginning of each term of the courses and credit hours for which the Nurse Corps SP will receive an invoice. Participants must also upload an unofficial or official transcript at the end of every semester. Participants who fail to complete and submit their enrollment verification through the [Customer Service Portal](#) each academic term will not receive their scholarship and stipend payments. Participants not in compliance with the enrollment requirements will be recommended for default. School invoices cannot be processed without these documents.

1. **Maintain an Acceptable Level of Academic Standing.** Nurse Corps SP participants must be in an acceptable level of academic standing. When participants are on academic probation, they are not considered to be in an acceptable level of academic standing by the Nurse Corps SP. All other determinations of an acceptable level of academic standing are made by each school. Please note that participants who do not meet the acceptable level of academic standing requirements are recommended for default.
2. **Notify Nurse Corps SP of Any Changes in Enrollment Status.** Participants must notify the Nurse Corps SP through the [Customer Service Portal](#) as soon as one of the following events is anticipated:
  - a. A repeat of any coursework;
  - b. A change in graduation date;
  - c. A leave of absence approved by the school;
  - d. Withdrawal or dismissal from school;
  - e. Placement on academic probation;
  - f. A change from full-time student status as determined by the school's registrar, to a less than full-time status for participants who sign "Full-Time Student" contracts.
  - g. Voluntary withdrawal from courses during an academic term; or
  - h. A transfer to another school or program

When a leave of absence is expected, a participant is required to notify the Nurse Corps SP immediately through the [Customer Service Portal](#) and submit a letter from the school approving the leave of absence and indicating the start and end dates for the period of the absence. Payment of all benefits is discontinued while a participant is on an approved leave of absence, and will resume when the student returns to the course of study for which the scholarship was awarded.

These events could have an adverse impact on a participant's receipt of Nurse Corps SP payments. A participant will be placed in default and must repay the support they received if they fail to notify Nurse Corps SP of any change in status.

### **Additional Funding Provided by an Alternative Source**

Receipt of the Nurse Corps SP award does not automatically preclude an applicant from receiving funds from other programs, as long as the other program does not impose a *service obligation*. Applicants should contact their financial aid officer to determine how the receipt of a Nurse Corps SP award affects the receipt of other sources of funding.

#### **1. Financial Aid Received Before Notice of Award**

##### *Grants and Scholarships*

If tuition and eligible fees for the academic year have been paid by another source of financial aid (e.g., Pell Grant, state grants, or tuition-based scholarships) before the student receives notice of the Nurse Corps SP award, then the school can:

- a. Return payments to the funding source and submit an invoice to the Nurse Corps SP for payment.
- b. Submit an invoice itemizing all additional sources of funding if the participant wishes to keep these grants and/or scholarships applied to tuition. The Nurse Corps SP will pay the difference between the total tuition and the grant/scholarship funds.

##### *Loans*

If a Nurse Corps SP participant has taken out a student loan to cover the cost of tuition and fees for their summer and/or fall 2022 semester(s), while waiting for notice of the Nurse Corps SP award, the participant's academic institution should provide an itemized invoice to the Nurse Corps SP showing the amount of tuition and eligible fees paid with the student loans. The Nurse Corps SP will pay the academic institution the amount to cover the tuition/fees covered by the loan.

#### **2. Financial Aid Received After Notice of Award**

Please note this section only relates to financial aid/loans that are solely allocated for tuition. If a student receives financial aid to pay tuition and fees from sources other than the Nurse Corps SP after they received notice of the Nurse Corps SP award, the school is instructed not to submit an invoice to the Nurse Corps SP for costs that have already been covered by the other source of financial aid, including grants and scholarships. If the other source of financial aid covers the full cost of tuition and fees, the school should submit documentation stating that it will not be seeking payment for the term. If a balance remains, then the school submits an invoice for the balance remaining. The amount of the student's Nurse Corps SP award is not affected if the student accepts financial aid/loans for non-tuition expenses such as cost of living expenses. Financial aid that is not solely allocated for tuition does not need to be listed on the invoice.

### **Circumstances that Affect Scholarship Payments**

The following situations will result in a change or discontinuation of the Nurse Corps SP's payment of tuition and/or stipend:

1. **Changes in Enrollment Status.** A change in enrollment status can result in a discontinuation of tuition and stipend payments. Participants must promptly notify the Nurse Corps SP, through the [Customer Service Portal](#), if one of the events listed below is anticipated or occurs. If a change in enrollment status has already occurred, participants must submit a letter from the school verifying the status change through the [Customer Service Portal](#).
  - a. Repeat course work for which the Nurse Corps SP has already made payments. The Nurse Corps SP may continue payments for stipends and all other non-repeated course work, provided that participants continue to meet all other Nurse Corps SP requirements;
  - b. A change in the participant's graduation date. This affects funding and contract end date;
  - c. A leave of absence approved by the school. All payments are discontinued during the approved leave of absence and may be terminated if the student does not return to school;
  - d. A withdrawal or dismissal from school. All payments are discontinued and the participant will be recommended to be placed in default;
  - e. A change from full-time student status to a less than full-time student status. All tuition and stipend payments will be discontinued. To receive support a scholar **must be** enrolled in school as a full-time student (see [Definitions](#)). Any courses that are not required to complete the qualifying degree program will not count toward the hours required for full-time status and will not be supported by Nurse Corps SP. An exception may be made for summer terms and if a participant is in their final academic term.
  - f. A voluntary withdrawal from course(s) during an academic term. All payments are discontinued; or
  - g. A transfer to another school (See below).
  
2. **Changes in Schools.** Scholarship awards are based on the cost of attendance at the initial school of record for all school year contracts executed during the fiscal year of the application cycle for which the award were made. Therefore, changes in schools are **strongly discouraged** once the applicant has been accepted into the Nurse Corps SP. Please note, changes in disciplines (i.e. RN or NP) are not allowed. Changes in schools *must be approved in advance* by the Nurse Corps SP to ensure continued eligibility for funding and are considered only for exceptional circumstances.

Please note: Approvals of requests to change schools are not automatic and Nurse Corps SP will review the request for compliance with Nurse Corps SP program requirements. If a transfer is approved, the Nurse Corps SP will not cover any increase in tuition and/or fees for the new institution; the participant is responsible for the difference. Participants are required to perform their service obligation in the nursing discipline for which their scholarship was funded even if the change in school is approved.

3. **Delinquent Federal and State Debt.** Under the Treasury Offset Program, the U.S. Department of the Treasury (Treasury) is authorized to offset a student's Nurse Corps SP payments if the student is delinquent on a federal debt. In addition, the Treasury is authorized to offset the Nurse Corps SP payment in response to a student's state debts, including delinquent child support payments.
4. **Nurse Corps SP Program Overpayments.** Nurse Corps SP payments received by a participant, including payments made to a school on a participant's behalf, during periods in which a participant is on an approved leave of absence, is repeating coursework, or is otherwise ineligible to receive payments are considered overpayments. Overpayments can also occur due to administrative error. Any participant receiving an overpayment should immediately contact the Nurse Corps SP through the [Customer Service Portal](#) to make arrangements to promptly return all overpayments, as such overpayments are viewed as a debt owed to HHS which will trigger HHS' debt collection procedures, as required by 45 CFR Part 30.

Debt collection procedures include: sending delinquent overpayments to a debt collection agency, reporting the overpayments to credit reporting agencies, offsetting federal and/or state payments due to a participant (e.g., federal income tax refund) to collect the overpayments, recovery through Administrative Wage Garnishment, and/or referral of the overpayments to the Department of Justice (DOJ) for enforced collection. For participants who receive subsequent funding under the Nurse Corps SP and who previously received any overpayments that have not been repaid, the overpayments are collected through administrative offset. The Nurse Corps SP will withhold scholarship funds payable to, or on behalf of, a participant (including stipends, ORC payments, and, if necessary, tuition payments) until the overpayment owed is paid in full. Administrative offset is not a repayment option for Nurse Corps SP participants who wish to terminate their contract.

An overpayment not recoverable through an offset as described above is subject to repayment within 30 days of notification. If the debt is not repaid within 30 days, interest will accrue from the date of notification on the unpaid balance at the maximum legal prevailing rate of interest per annum in effect on the date of default until the debt is paid in full. Additionally, a six percent per annum late charge will be applied to any part of a debt more than 90 days past due. An administrative cost charge will be applied to any debt not paid by the due date. If debt is not paid in full or a repayment agreement is not established by the due date, it may be reported to the credit bureaus as delinquent; referred to a collection agency, and/or the Department of Treasury for administrative offset/salary offset/income tax refund offset, and/or the DOJ for enforced collection (such as wage garnishment, asset seizure or judgments) in accordance to the HHS claims collections regulation 45 CFR part 30.

5. **Resumption of Benefits.** To resume tuition and stipend payments discontinued under existing scholarship contracts, Nurse Corps SP participants must submit documentation from their school official confirming that they are now eligible to receive scholarship

support (e.g., not repeating coursework, returned from a leave of absence, resumed full-time student status). Requests for the resumption of scholarship benefits must be sent to the Nurse Corps SP via the [Customer Service Portal](#). They are considered on a case-by-case basis by the Nurse Corps SP to determine if a participant is eligible to receive additional funding going forward. For participants who have not repaid overpayments determined to be debts owed to HHS, the resumption of scholarship payments is subject to the administrative offset described in the *Nurse Corps SP Overpayments* subsection above. For participants whose tuition and stipend payments were discontinued due to their withdrawal or dismissal from school or due to their transfer without Nurse Corps SP approval, Nurse Corps SP payments will not be resumed.

6. **Veteran Benefits.** Educational benefits from the U.S. Department of Veterans Affairs generally continue along with Nurse Corps SP funds. Scholarship benefits will be reduced to reflect funding received under the Post-9/11 G.I. Bill. Questions or concerns regarding changes in scholarship payments should be submitted through the [Customer Service Portal](#).

Please be advised that if the Nurse Corps SP has any questions concerning a participant's eligibility for continued support, the Nurse Corps SP reserves the right to delay any award payments pending clarification of the participant's continuing eligibility and status.

## **PROGRAM REQUIREMENTS WHILE IN POSTGRADUATE RESIDENCY/TRAINING**

### **Deferment for Postgraduate Training Eligibility**

Except as described below in the Approved Residency/Training Service Section, RN and NP participants can request a deferment (i.e., postponement) of their Nurse Corps SP service obligation in order to complete a postgraduate residency/training program approved by the Nurse Corps SP. Participants will have the option to complete a residency program for an approved specialty that must be consistent with the specialty for which the Nurse Corps SP awarded funding. The postgraduate training program **cannot** exceed 18 months in length.

In order to remain in compliance with the Nurse Corps SP during postgraduate residency/training, eligible participants must: 1) obtain their license and 2) start their postgraduate residency/training no later than six months after graduation. After completing postgraduate residency/training, participants will have three months to commence employment before being considered non-compliant with contract terms and being at risk of default.

Participants can pursue only the postgraduate training that the Nurse Corps SP has officially approved, and participants should not make any changes to the type or length of postgraduate training without prior approval from the Nurse Corps SP; failure to do so may result in breach of contract and a recommendation for default. Participants who have not requested or have not been granted service deferment to complete a postgraduate nursing residency program are required to begin their Nurse Corps SP service obligation upon degree completion as outlined in the [Service Requirements](#) section.

To gain approval from the Nurse Corps SP to enter a postgraduate residency/training program, participants must submit a written request for deferment of their service obligation and a copy of their acceptance letter to the postgraduate residency/training program through the [Customer Service Portal](#). Residency requests cannot be approved until participants complete the nursing program for which they were awarded. The written request MUST include, or provide as an attachment, a detailed description of the residency program. The Nurse Corps SP will review the Postgraduate Training Deferment Request and either approve or disapprove the request.

Participants will not receive Nurse Corps SP financial support during their approved postgraduate residency/training, nor will they incur any additional Nurse Corps SP service obligation because of the service deferment.

### **Participants' Requirements While in Deferred Status for Postgraduate Training**

In order to remain in compliance with program requirements, participants must pursue only the postgraduate training that the Nurse Corps SP has officially approved and should not make any changes to the type or length of postgraduate training without prior approval from the Nurse Corps SP. Participants are required to notify the Nurse Corps SP in writing, within 30 days, of their new mailing address and/or any changes that affect their training status. After graduation, participants who enter into a residency/training program that is not preapproved are out of compliance with the Nurse Corps SP requirements, and are subject to the actions described in the [Non-Compliance Penalties](#) section of this Guidance.

Participants who withdraw or are terminated from the Nurse Corps SP approved postgraduate residency/training program are required to notify the Nurse Corps SP immediately through the [Customer Service Portal](#), and begin service as required in the [Service Requirements](#) section. Failure to take these steps will lead to default, and participants who default on their Nurse Corps SP service obligation incur the damages described in the [Breaching the Contract](#) section of this Guidance.

### **Service Credit During Postgraduate Residency/Training**

Additionally, starting in FY 2020, with prior approval from Nurse Corps SP, HRSA has offered credit for NP postgraduate residency/training toward satisfying participants' service obligation if the training occurs at an eligible CSF located in a HPSA with a score of 14 or higher. NP residents must meet the full-time or part-time clinical practice definition in this Guidance (see the [Definitions](#) section). Participants must comply with the service requirements, including having a site point of contact who will submit EVFs every 6 months.

**Please note:** Participants who have received permission to receive service credit for the time they spend in their postgraduate residency/clinical training will be considered to be in breach of their service obligation if they do not complete their residency/training program.

## SERVICE REQUIREMENTS

By accepting the Nurse Corps SP award, participants are entering into a contract with the federal government. They are required to practice at an eligible CSF located in, designated as, or serving a mental health or primary care HPSA with a score of 14 or higher. The HPSA score must be 14 or higher at the time the participant provides a copy of their permanent, unencumbered and unrestricted nursing license for the discipline they were awarded, has accepted the employment offer, and approved by Nurse Corps SP. Participants must refer to the Nurse Corps SP Application and Program Guidance for the current year, to verify the selected CSF meets the minimum HPSA requirement for their service obligation.

**The Nurse Corps SP must approve the site where participants wish to complete their service prior to the acceptance of employment in order to receive service credit.** There is no guarantee that CSFs that are eligible during participants' training will still be eligible at the time participants are available to start their service obligation. Participants may need to relocate to find a job that meets their service requirements. Prior to completing the service obligation, after graduation, participants must do the following:

### 1. Obtain a license

Within nine (9) months of graduation as an RN or, if appropriate, as an APRN, and prior to commencing service at a CSF, Nurse Corps SP participants must be permanently licensed to practice in the state where they will complete their service obligation. In addition, APRNs are required to pass a national certification examination for their specialty (that is administered by a nationally recognized certifying body) prior to obtaining their license to commence service.

- a. Credit towards fulfillment of the service commitment will not be given in the absence of a current, unencumbered permanent license in the state of service. A participant whose license becomes encumbered must notify HRSA immediately through the [Customer Service Portal](#).
- b. Service credit will NOT be given until the Nurse Corps SP has received documentation that all licensure and certification requirements have been met. Documents should be uploaded in the [Customer Service Portal](#).
- c. Responsibility for obtaining the required state license (and national certification exam, if applicable) prior to the service start date rests with Nurse Corps SP participants.
- d. Nurse Corps SP participants are encouraged to take the appropriate licensure/certification exams at a time that will allow them to meet all licensing requirements and obtain a position at a CSF within 9 months after graduation from their clinical nursing program.
- e. If a participant is unsuccessful in obtaining a license or passing the certification

exam(s) within nine (9) months of their graduation date, they should immediately contact the Nurse Corps SP through the [Customer Service Portal](#) to request a suspension.

**2. Obtain a Position at a Critical Shortage Facility**

In order to receive service credit, Nurse Corps SP participants will have up to nine (9) months from their date of graduation to: (1) accept an offer of employment and (2) commence full-time (or approved part-time) employment within 3 months of the date of acceptance in the nursing capacity for which their scholarship was funded, with a Nurse Corps SP-approved CSF (see boxed section under the list of [Critical Shortage Facilities](#)).

Participants can complete their service obligation at multiple sites, provided the sites are under a single employer or within the same network under dependent satellite facilities. All sites must meet the Nurse Corps SP CSF eligibility requirements as described in this Guidance. In such case there may be multiple Points of Contact (POCs), however there should be a designated POC responsible for completing and verifying an In-Service Verification (ISV) for all sites at which the Nurse Corps SP participant is employed.

The Nurse Corps SP will consider telehealth as part of a RN or APRN service commitment, when both the originating CSF (location of the patient) and the distant CSF (location of the RN or APRN) are located in a HPSA and approved by the Nurse Corps SP. Telehealth activity will be administered by the CSFs in the same way direct patient care is now managed by the POC responsible for certifying participants are in compliance with their service obligation.

For participants with approval to apply their postgraduate residency/training to their service obligation, the residency/training must be at an eligible CSF located in a Health Professional Shortage Area (HPSA) with a score of 14 or higher.

For participants serving at a Nurse Corps SP-approved school-based clinic, the Nurse Corps SP understands that the school-based clinic may not be open year-round. In order to meet the Nurse Corps' clinical practice requirements, participants who are working at school-based clinics that are not open for a minimum of 45 weeks per service year have the option to work at an additional Nurse Corps SP-approved site (or sites). However, the additional Nurse Corps SP-approved site (or sites) must satisfy the HPSA requirements identified in the participant's initial Nurse Corps SP contract. Providers who work at a school-based clinic that is not open year-round will not be deemed to have breached their contract if they are able to fulfill the Nurse Corps SP clinical practice requirements at another suitable Nurse Corps SP site or sites. Participants who fail to establish year-round employment will not receive Nurse Corps SP service credit for the period of time the school-based clinic is closed. Therefore, a participant's Nurse Corps SP service obligation will be extended if they exceed the annual allotted time they are allowed to be away from the service site.

Participants must contact the Nurse Corps SP prior to accepting employment to ensure the service site and position are eligible. The Nurse Corps SP reserves the right to grant approval of all service locations to ensure each participant's compliance with all requirements related to their service obligation.

### 3. **Perform Full-Time or Part-Time Clinical Service**

Participants can satisfy their service obligations either on a full-time or, with written approval from the HHS Secretary or designee, on a part-time basis.

- a. Full-Time clinical practice is defined as a minimum of 32 hours per week. At least 26 hours per week must be spent providing clinical services or direct patient care at the approved site. The remaining 6 hours can be spent on administrative or other non-clinical activities.
- b. Part-Time clinical practice is defined as a minimum of 16 hours per week and up to a maximum of 31 hours per week. Participants wishing to serve part-time must first obtain approval from Nurse Corps SP and must extend their service obligation so that the aggregate amount of service performed will equal the amount of a full-time service obligation. At least 80 percent of the hours each week must be spent providing clinical services, or direct patient care, to patients. For example, a nurse scheduled to work 20 hours per week must spend at least 16 hours per week providing clinical services. Please note, part-time participants must provide at least 16 hours per week of patient care/clinical service.
- c. Absences. Under the Nurse Corps SP, participants are not permitted to take more than 7 weeks (35 workdays) per service year of leave from the approved service site for any reason, including for vacation, holidays, continuing professional education, or illness. If a participant has a medical or personal emergency that will result in an extended period of absence, they must request a suspension of the Nurse Corps SP service commitment. The Nurse Corps SP will consider all requests, but cannot guarantee that a suspension request will be approved. If a suspension is requested and approved, the participant's service commitment end date will be extended accordingly.

**Note:** The information provided above pertains to compliance with the Nurse Corps SP service obligation only. Nurse Corps SP-approved CSF sites are private entities, and participants are responsible for confirming leave/absence policies with their specific employer.

### 4. **Verify Initial and Ongoing Employment During Service Obligation**

Nurse Corps SP participants who have completed school and are entering into their service obligation by providing clinical nursing services must have their initial employment verified through the [Customer Service Portal](#) before being placed on duty, and then every six (6) months until their service obligation has been fulfilled. To verify employment, an authorized official or POC at the Nurse Corps SP-approved CSF must

certify the initial terms of employment and the site type where each participant will work. In addition, the site official must verify the participant's compliance with the full-time or part-time service requirement during each 6-month period through the [Customer Service Portal](#), and indicate whether the participant is non-compliant with any requirement. The service verification process is also the mechanism to record participants' approved leave from the CSF.

**Participants will be recommended for default of their service obligation for failure to: (1) obtain an unencumbered license; (2) accept an offer of employment from a Nurse Corps SP-approved CSF site; (3) commence full-time (or approved part-time) clinical services at the facility within nine months of their date of graduation; or (4) verify their employment. Participants who default on their Nurse Corps SP service obligation incur the damages described in the [Breaching the Contract](#) section of this Guidance.**

Nurse Corps SP participants are required to provide full-time (or if approved, part-time) clinical service in an eligible **Critical Shortage Facility** and **will be expected to obtain the commitment of a site point of contact to verify service hours**. A CSF is defined as a health care facility located in, designated as, or serving a primary care or mental health HPSA.

## Eligible Health Care Facility Types

### Hospitals

- **[Disproportionate Share Hospital \(DSH\)](#)** - A hospital that has a disproportionately large share of low-income patients and receives an augmented payment from the state under Medicaid or a payment adjustment from Medicare. Hospital-based outpatient clinics are included under this definition.
- **Public Hospital** - Any hospital or hospital-based outpatient clinic that is owned by a government (federal, state, or local), receives government funding, and are primarily engaged in providing the following care, by or under the supervision of physicians, to inpatients: (a) diagnostic and therapeutic services for medical diagnosis, treatment, and care of injured, disabled, or sick persons; or (b) rehabilitation of injured, disabled, or sick persons. U.S. Department of Veterans Affairs hospitals and military treatment facility hospitals are also included under this definition. State psychiatric hospitals must use facility HPSAs to determine site eligibility<sup>9</sup>—population and geographic HPSAs cannot be used.
- **Private Hospital** - A hospital or affiliated outpatient clinic(s) in a state that are private entities and are primarily engaged in providing the following care, by or under the supervision of physicians, to inpatients: (a) diagnostic and therapeutic services for medical diagnosis, treatment, and care of injured, disabled, or sick persons, or (b) rehabilitation of injured, disabled, or sick persons. Hospital-based outpatient clinics are included under this definition.

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<sup>9</sup> Facility HPSAs are assigned to CSFs that manage an interned population, which includes State Psychiatric Hospital. Please find additional information at <https://www.govinfo.gov/content/pkg/FR-2003-05-30/pdf/03-13478.pdf>.

## Community-Based Settings

- **Ambulatory Surgical Center** - An entity that operates exclusively for the purpose of furnishing surgical services to patients who do not require hospitalization and in which the expected duration of services does not exceed 24 hours following admission.
- **[American Indian Health Facilities](#)** - A health care facility (whether operated directly by the IHS; or by a tribe or tribal organization contracting with the IHS pursuant to the Indian Self-Determination and Education Assistance Act, codified at 25 U.S.C. 450 et seq.; or by an urban Indian organization receiving funds under Subchapter IV of the Indian Health Care Improvement Act, codified at 25 U.S.C. 1651 et seq.), which provides clinical treatment services to eligible American Indians and Alaska Natives on an outpatient basis. For more information, please see: [Urban Indian Health Program Fact Sheet](#) or [IHS Profile](#).
- **Community Mental Health Center (CMHC)** - Behavioral and mental health facilities must be located in or serve in a HPSA and must offer comprehensive primary behavioral health services to all residents of the defined HPSA. The site must provide comprehensive primary behavioral health care services including, but not limited to:
  - Core Comprehensive Behavioral Health Service Elements:
    - a) screening and assessment;
    - b) treatment plans;
    - c) care coordination;
  - Non-Core Behavioral Health Service Elements:
    - a) diagnosis;
    - b) therapeutic services (including psychiatric medication prescribing and management, chronic disease management, and substance use disorder treatment);
    - c) crisis/emergency services (including 24-hour crisis call access);
    - d) consultative services; and
    - e) case management.<sup>10</sup>
- **End Stage Renal Disease (ESRD) Dialysis Centers** - An ESRD facility is an entity that provides outpatient maintenance dialysis services, or home dialysis training and support services, or both. ESRD facilities are described under section 1881 of the Social Security Act and 42 CFR 413.174 as being either hospital-based or independent facilities.
- **[Federally Qualified Health Center \(FQHC\)](#)** - FQHCs include: (1) entities or public agencies that receive a grant under section 330 of the Public Health Service Act or funding from such a grant under a contract with the recipient of such a grant and meets the requirements to receive such a grant; (2) entities designated as “Look-Alikes” by the Secretary of HHS (or designee) as meeting the requirements for receiving a grant under section 330 of the Public Health Service Act; and (3) outpatient health programs or facilities operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act. FQHCs include Community Health Centers, Migrant Health Centers, Health Care for the Homeless Health Centers, and Public Housing Primary Care Health Centers. This also includes certain school-based programs and mobile clinics operated by FQHCs.

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<sup>10</sup> Certified Behavioral Health Clinics are eligible under Community Mental Health Center.

- **Free and Charitable Clinics** - Free and Charitable Clinics are safety-net health care organizations that utilize a volunteer/staff model to provide a range of medical, dental, pharmacy, vision and/or behavioral health services to economically disadvantaged individuals. Such clinics are 501(c)(3) tax-exempt organizations, or operate as a program component or affiliate of a 501(c)(3) organization. Entities that otherwise meet the above definition, but charge a nominal/sliding fee to patients, may still be considered Free or Charitable Clinics provided essential services are delivered regardless of the patient's ability to pay. Free or charitable clinics restrict eligibility for their services to individuals who are uninsured, underinsured and/or have limited or no access to primary, specialty or prescription health care.
- **[Home Health Agency](#)** - An agency or organization, certified under section 1861(o) of the Social Security Act, which is primarily engaged in providing skilled nursing care and other therapeutic services at a patient's home.
- **[Hospice Program](#)** - An agency or organization, certified under section 1861(dd)(2) of the Social Security Act, that provides 24-hour care and treatment services (as needed) to terminally ill individuals and bereavement counseling for their immediate family members. Care is provided in individuals' homes, on an outpatient basis, and on a short-term inpatient basis, directly or under arrangements made by the agency or organization.
- **Native Hawaiian Health Center** - An entity, (a) which is organized under the laws of the state of Hawaii; (b) which provides or arranges for health care services through practitioners licensed by the state of Hawaii, where licensure requirements are applicable; (c) which is a public or private entity; and, (d) in which Native Hawaiian health practitioners significantly participate in the planning, management, monitoring, and evaluation of health services. For more information, see the [Native Hawaiian Health Care Act of 1992](#) as amended.
- **Nurse-Managed Health Clinic/Center** - An entity which is a nurse-practice arrangement, managed by advanced practice nurses, that provides primary care or wellness services to underserved or vulnerable populations and that is associated with a school, college, university or department of nursing, FQHC, or independent health or social services agency. These clinics must serve the general public.
- **Residential Nursing Home** - An institution that is primarily engaged in providing, on a regular basis, health related care and service to individuals who because of their mental or physical condition require care and services (above the level of room and board) that can be made available to them only through institutional facilities. This category includes a "skilled nursing facility," which is an institution (or distinct part of an institution), certified under section 1819(a) of the Social Security Act, that is primarily engaged in providing skilled nursing care and related services to residents requiring medical, rehabilitation, or nursing care and is not primarily for the care and treatment of mental diseases; transitional facilities; assisted living; and group homes.
- **Rural Health Clinic** - An entity that CMS has certified as a rural health clinic under section 1861(aa)(2) of the Social Security Act. A rural health clinic provides outpatient services to a non-urban area with an insufficient number of health care practitioners.
- **School-Based Clinic (SBC)** - A health clinic that (a) is located in or near a school facility of a school district or board or of an Indian tribe or tribal organization; (b) is organized through school, community, and health provider relationships; (c) is administered by a sponsoring

facility; (d) provides through health professionals primary health services to children in accordance with State and local law, including laws relating to licensure and certification; and (e) satisfies such other requirements as a state may establish for the operation of such a clinic. The term ‘sponsoring facility’ includes any of the following: (f) a hospital, (g) a public health department, (h) a community health center, (i) a nonprofit health care agency, (j) a local educational agency or (k) a program administered by the Indian Health Service or the Bureau of Indian Affairs or operated by an Indian tribe or a tribal organization.” (e.g., nutrition education, trauma support groups, asthma education, physical activity, substance abuse prevention education and health careers).

- **Small Rural Hospital** - A non-federal, short-term general acute care hospital that is located in a rural area (as defined for purposes of section 1886(d)); and has less than 50 beds.<sup>11</sup> *Critical Access Hospitals are included as eligible within this Critical Shortage Facility.*
- **State or Local Health Department** - The state, county, parish, or district entity that is responsible for providing healthcare services, which include health promotion, disease prevention, and intervention services, in clinics or other health care facilities that are funded and operated by the state or local Public Health, Health, or Human Services Department
- **Urgent Care Center** - Urgent Care centers provide acute episodic care on a walk-in basis to assist patients with an illness or injury that does not appear to be limb or life-threatening and is either beyond the scope or availability of the typical primary care practice. Urgent care centers primarily treat injuries or illnesses requiring immediate care but not serious enough to require an emergency room visit.

**Note:** The health care facilities listed above are examples of the types of entities that may constitute a CSF. However, an entity will only be designated as a CSF if it is **located in, designated as, or serving a primary care or mental health HPSA. Participants must serve in a CSF with a HPSA score of 14 and higher.**

The facilities and employment statuses below are ineligible and do not satisfy the required service obligation:

1. Clinics in prisons and correctional facilities
2. Any entity that is not located in a HPSA
3. Nurse Staffing Agency/Travel Nurse Agency/or equivalent Contracting Agencies
4. Nurses working Pro Re Nata (PRN) or on an as needed basis

If a participant is not sure whether a facility fits into one of the categories above, they should contact the facility’s business office or human resources department. Applicants are strongly encouraged to research the types of nursing opportunities that exist in CSFs before applying to or accepting a Nurse Corps SP award. **Please note:** The health care facilities that employ Nurse Corps SP participants are responsible for paying participants’ salaries. Nurse Corps SP participants negotiate their own salary and benefits packages with the CSF where they are employed after graduation. Additionally, all participants are required to fulfill the service obligation at a CSF in the discipline (RN or NP) under which they were funded.

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<sup>11</sup> Critical Access Hospitals are eligible under Small Rural Hospital.

Participants are required to serve in a CSF located in, designated as, or serving primary care or mental health HSPAs with a score of 14 or higher (see the [Definitions](#) section and the [Resources for Applicants](#) page). Nurse Corps SP participants who must relocate to accept a position in a different geographic area will not receive a relocation incentive or reimbursement.

### **Health Professional Shortage Areas**

HPSAs are designated by HRSA as having shortages of primary care, mental health, or dental health providers and can be geographic, population, or institutional (facility). The Nurse Corps SP will only use primary care and mental health HPSA designations and scores in determining whether a site qualifies as a CSF. The Nurse Corps SP does NOT use dental health HPSA scores in determining the eligibility of a site.

For each discipline category, there are three different types of HPSA designations: 1) geographic (a county or service area); 2) population group (e.g. low-income population, migratory agricultural workers); and 3) facility (e.g. rural health clinic, CHC). Please note, serving uninsured, Medicare and/or Medicaid populations, in and of itself does not qualify an area, population, or facility as a HPSA.

Participants should consult the HPSA websites listed below:

- [Find Shortages by Address](#): Enter the CSF's address to see if the facility is located in a HPSA. The facility **MUST** be located in a primary care or mental health HPSA. More specifically, "Yes" must appear beside "In a Primary Care (or Mental Health) HPSA." The primary care/mental health HPSA score(s) will appear beneath the respective designation(s).
- [HPSA Find](#): Find HPSAs by state, county, and type of shortage (select only primary care or mental health).

HPSA scores are ONLY used to determine the eligibility of the facility and do not imply or infer the capacity in which a nurse must work. You are required to fulfill the service obligation in the discipline for which you were funded, but are eligible to work in any Nurse Corps SP-approved CSF site.

A HPSA score or HPSA designation status can change over time. A facility may have one HPSA score at the time a Nurse Corps SP participant begins nursing school but have a different HPSA score (or no longer be in a HPSA) by the time the participant completes nursing school. Site eligibility is based on the HPSA score in effect at the time the Nurse Corps SP approves a participant to serve at the site.

## **SERVICE COMPLIANCE**

### **Worksite Absences**

Participants are required to serve a minimum of 45 weeks per service year and are allowed to be on leave from the Nurse Corps SP-approved CSF site for no more than 7 weeks (35 workdays) per

service year. A participant's service obligation end date is extended for each day of absence over the allowable 7 weeks (35 workdays) missed.

### **Service Verification**

To comply with program requirements, participants must use the [Customer Service Portal](#) to identify an authorized point of contact for the approved service site, who will need to create a portal account to complete and submit the initial EVF and continue to complete ongoing ISVs. If a participant's site POC is unable to provide ISVs online through the [Customer Service Portal](#), [the participant](#) should contact the Nurse Corps SP immediately through the [Customer Service Portal](#), by [email](#), or by phone (1-800-221-9393).

Participants who fail to complete and timely submit their six-month ISV through the [Customer Service Portal](#) will not receive service credit and may be recommended for default. Six-month ISVs must be submitted within 30 days of completion of the six-month period.

### **Transfer Requests**

The Nurse Corps SP expects that participants will fulfill their service obligation at the Nurse Corps SP-approved CSF; however, the Nurse Corps SP understands that circumstances arise that require a participant to leave the initial facility and complete their service at another Nurse Corps SP-approved CSF. If a participant feels they can no longer continue working at their approved facility, they should contact the Nurse Corps SP immediately. The Nurse Corps SP must approve all transfer requests in advance. A transfer request should be submitted through the [Customer Service Portal](#) before any participant leaves their site. Participants must transfer to a Nurse Corps SP-approved CSF site with a HPSA of 14 in either primary care or mental health (whichever is higher). Leaving the assigned site without prior written approval by Nurse Corps SP may result in a default recommendation.

### **Unemployment During Service Obligation**

Nurse Corps SP participants who resign or are terminated from their CSF must contact the Nurse Corps SP immediately through the [Customer Service Portal](#). The Nurse Corps SP will provide the participant a certain period in which to obtain an offer and accept a position at an eligible CSF. It is the **participant's responsibility to obtain employment at an eligible CSF**. Participants who do not secure employment at an eligible CSF within the allotted timeframe provided by the Nurse Corps SP program will be recommended for default.

### **Maternity/Paternity/Adoption Leave/Military Leave**

If a participant plans to be away from their site for maternity/paternity/adoption leave or for military service (being called to active duty as a Reservist), they are required to inform the Nurse Corps SP before taking the leave. The Nurse Corps SP allows participants to be on suspension within the timeframes established by either the Family Medical Leave Act (up to 12 weeks) or the participant's state of residence; however, participants must adhere to the leave policies of their Nurse Corps SP-approved CSF site.

## Request for Suspension

Participants are required to request a suspension for an extended workplace absence of 7 consecutive weeks or more; such requests may be approved by the Nurse Corps SP. Requests should be submitted through the [Customer Service Portal](#) prior to the period of leave.

Remember, participants are required to serve a minimum of 45 weeks per service year and are allowed to be away from the Nurse Corps SP-approved CSF site for no more than 7 weeks (35 workdays) per service year; therefore, a participant's obligation end date is extended for each day of absence over the allowable 7 weeks (35 workdays) missed.

## NON-COMPLIANCE PENALTIES

### Breaching the Contract

A participant is in breach of the Nurse Corps SP contract if they:

1. Fail to maintain an acceptable level of academic standing in the nursing program (as indicated by the nursing program in accordance with requirements of the Nurse Corps SP); or
2. Are dismissed from the nursing program for disciplinary reasons; or
3. Voluntarily terminate the nursing program; or
4. Fail to begin or complete the service obligation as specified in their Nurse Corps SP contract.

If the Nurse Corps SP contract is breached, the participant is placed in default and liable to the federal government to repay all funds paid to the participant, or on the participant's behalf, under the Nurse Corps SP, and pay interest on such amounts at the maximum legal prevailing rate from the date of default. The amount owed, including interest, must be repaid within three (3) years of the date of the participant's default. Please note that participants who default on their Nurse Corps SP contract are ineligible to participate in federal loan repayment programs, including the Nurse Corps Loan Repayment Program.

Failure to repay the Nurse Corps SP debt within three (3) years will result in delinquency and have the following consequences:

1. **The debt is reported to credit reporting agencies as delinquent.** During the three-year repayment period, the debt is reported to credit reporting agencies as "current." If the debt becomes past due, it is reported as "delinquent."
2. **The debt is referred to a debt collection agency and the DOJ.** Any Nurse Corps SP debt past due for 45 days will be referred to a debt collection agency. If the debt collection agency is unsuccessful in receiving payment in full, the debt will be referred to the DOJ for enforced collection.
3. **Administrative offset.** Federal and/or state payments due to participants (e.g., an income tax refund) may be offset by the Treasury to repay a delinquent Nurse Corps SP debt. In addition, recovery through Administrative Wage Garnishment will be enforced to repay a delinquent Nurse Corps SP debt.

4. **Medicare/Medicaid Exclusion.** As a Clinician, you cannot participate in Medicare/Medicaid billing. (This does not prevent you as an individual from applying for Medicare benefits.)

### **Suspension & Waiver**

The HHS Secretary or designee may, under certain circumstances, suspend (put “on hold”) or waive (excuse) the Nurse Corps SP service or payment obligation. A request for a suspension or waiver must be submitted through the [Customer Service Portal](#) and be supported by full medical and/or financial information. Additional supporting documentation is required following submission of the request.

1. **Suspension.** This mechanism provides temporary relief to a Nurse Corps SP participant if they have short-term (not permanent) circumstances that currently make compliance with the obligation impossible or would involve an extreme hardship such that enforcement of the obligation would be unconscionable. Periods of approved suspension will extend the participant’s Nurse Corps SP service obligation end date.

The major categories of service suspensions are set forth below.

- a. **Medical or Personal Hardship.** A suspension can be granted for up to one year, if a participant provides independent medical documentation of a physical or mental health disability, or personal hardship, including a terminal illness of an immediate family member, which results in their temporary inability to perform the Nurse Corps SP service obligation. Upon receipt of the suspension request, the Nurse Corps SP will notify the participant of instructions for submitting supporting documentation.
- b. **Parental (Maternity/Paternity/Adoption Leave).** A participant must notify the Nurse Corps SP of pending parental leave and provide appropriate documentation as soon as possible. Parental leave of 12 weeks or less is automatically approved, once proper documentation is submitted. Upon receipt of the request, the Nurse Corps SP will notify the participant of instructions for submitting the appropriate documentation. If the participant’s parental leave will exceed 12 weeks, the suspension may be extended by the Nurse Corps SP based on documented medical need or if additional parental leave time is permitted under state law.
- c. **Call to Active Duty in the Armed Forces.** Participants who are also military reservists and are called to active duty are granted a suspension, for up to one year, beginning on the activation date described in the reservist’s call to active duty order. In addition to the written request for a suspension, a copy of the order to active duty must be submitted to Nurse Corps SP. The suspension is extended if the applicable Armed Forces entity continues the period of active duty. The period of active military duty will not be credited toward the Nurse Corps SP service obligation.

2. **Waiver.** A waiver permanently relieves a participant of all or part of the Nurse Corps SP service or payment obligation. Waivers are granted only if a participant demonstrates that compliance with their obligation (a) is permanently impossible or (b) would involve an extreme hardship such that enforcement of the obligation would be unconscionable. A waiver request must be submitted by uploading a signed request letter, including the reason(s) the waiver is being sought, as an inquiry to HRSA through the [Customer Service Portal](#). The HRSA, Bureau of Health Workforce, Legal and Compliance Branch will contact the participant regarding any medical and/or financial documentation necessary to process the waiver request. Waivers are rarely granted and require a demonstration of compelling circumstances.

### **Cancellation of the Nurse Corps SP Service Obligation**

A Participant's obligation is cancelled only in the unfortunate event of their death. No liability is transferred to heirs of participants.

### **APPLICATION INFORMATION**

As previously stated, applicants are encouraged to read this Guidance in its entirety before proceeding with an application. The Guidance explains in detail the rights and obligations of individuals selected to participate in the Nurse Corps SP. **Applicants should ensure they have a complete understanding of: (1) the commitment to complete a nursing education program and serve at an eligible CSF for a minimum of two (2) years, and (2) the financial, legal, and other consequences of failing to meet those obligations. Applicants are strongly encouraged to research nursing opportunities that exist in various CSFs before applying to the program. All participants are required to fulfill the service obligation in the discipline for which they are funded.**

### **APPLICATION DEADLINE**

The online application and all supporting documents must be submitted to the [Customer Service Portal](#) by **7:30 p.m. ET on May 5, 2022** ET. Applicants are **strongly encouraged** to upload all supporting documents in PDF format to expedite processing of their application.

### **COMPLETING AN APPLICATION**

The Nurse Corps SP application consists of: (1) an online application, (2) required supporting documentation, and (3) additional supporting documentation (as applicable). Applicants should keep a copy of the application package for their records.

Applicants are responsible for submitting a complete application. The information submitted in the online application must match the information submitted in the supporting documentation. Application packages are initially reviewed to determine their completeness and consistency with underlying supporting documents. Application packages deemed incomplete (e.g., blank, password protected, illegible, or incomplete application materials) as of the application deadline will not be considered for funding.

The Nurse Corps SP will not accept requests to update a submitted application or permit the submission/resubmission of incomplete, rejected, or otherwise delayed application materials after the deadline. **In addition, Nurse Corps SP staff will not fill in any missing information or contact applicants regarding missing information. No changes are accepted to an applicant's school or discipline after the application deadline.**

Requests to attend a different school are discouraged, approval is not automatic, and the Nurse Corps SP will review the request for consistency with program requirements.

## 1. ONLINE APPLICATION

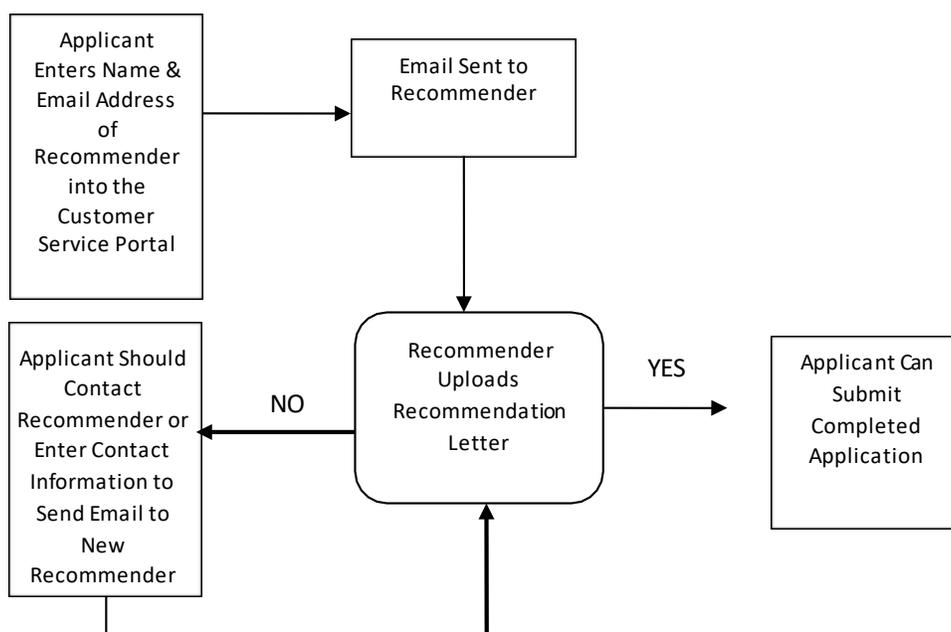
Applicants are required to complete each of the sections below in their online application submissions.

- a. **Eligibility Screening.** If an individual does not meet the eligibility requirements in the online application, they will not be able to continue with the application. Please refer to the [Eligibility Requirements](#) section of this Guidance for further details.
- b. **Full-time Status Confirmation.** Answers to this section demonstrate the applicant's status as a full nursing student.
- c. **General Information.** Answers to this section pertain to the applicant's name, social security number, mailing and email addresses, and other contact information.
- d. **Background Information.** Answers to this section pertain to the educational background, individual and family background, and emergency contact information.
- e. **Degree Information.** Answers to this section should pertain only to the degree or certificate program for which the applicant is applying for a Nurse Corps Scholarship.
- f. **Recommendation Letters:** The applicant must arrange for two (2) letters of recommendation: one academic and one non-academic is recommended, as described more specifically below. For both, the applicant should provide their desired recommenders with a link to the online recommender portal. Once the letters of recommendation have been uploaded into the portal, the application can be submitted for processing. **Please note that it is the applicant's responsibility to check the portal to verify that the recommenders have uploaded the letters of recommendation and to submit the application once completed.** If the original recommender cannot provide a recommendation letter, the applicant must cancel the original recommendation request and submit the name of another individual selected to complete the letter of recommendation before the application deadline. An application will not be complete until the recommender has uploaded a signed (either electronically or by hand) letter of recommendation. The applicant *will not be notified* if the recommender does not complete or upload the letter. The applicant is only

notified if/when the recommender uploads a letter. The burden is on the applicant to submit a completed application through the portal.

1. **Completed Academic Recommendation Letter(s).** If the applicant is currently enrolled in the nursing program for which the scholarship award application is intended, the signed recommendation letter should be from a department chair, faculty advisor, or a faculty member of that academic program who can attest to the applicant's qualifications. If the applicant has not begun the training associated with the scholarship, the signed letter should be from the department chair, faculty advisor, or a faculty member of the applicant's most recent academic program. The academic official's recommendation letter must describe his/her relationship and length of time acquainted with the applicant. The recommendation letter must have a handwritten or electronic signature and may also be on institution letterhead. The letter must contain the applicant's name and application ID number and the recommender's name, title, organization, and address. The completed recommendation must then be signed and uploaded into the online recommender portal. The recommendation letter should address the three discussion points described in the instructions of the recommender online portal.
2. **Completed Non-Academic Recommendation Letter.** The second recommendation letter should be from an individual who is familiar with the applicant's professional, community, and/or civic activities, especially those related to underserved communities and, if applicable, federal pipeline program experience. The recommender can be a current or former employer, community leader, colleague, or anyone who has knowledge of the applicant's demonstrated work and/or interest and motivation to provide care to underserved communities. Applicants should encourage recommenders to document any experience in high priority service areas (i.e. Indian Health, Rural, Tribal, FQHC, and CHC) or federal pipeline programs. The recommender must describe his or her relationship to and length of time acquainted with the applicant. The non-academic recommendation letter must have the applicant's name and application ID number and the recommender's name, title, organization, and address. The completed recommendation must be signed and uploaded to the online recommender portal. The recommendation letter should address the discussion points described in the instructions to the recommender. The evaluator cannot be a relative of the applicant, or be the same individual who completed the Academic Recommendation Letter.

## Recommendation Letter Steps to Completion



- g. **Self-Certification.** Applicants are required to certify the accuracy, truthfulness, and completeness of the information entered in the online application.

## 2. Required Supporting Documentation

- a. It is the applicant's responsibility to upload required supporting documents by **7:30 p.m. ET on May 5, 2022**. Failure to submit a complete application package by the deadline **will result in the application being deemed ineligible**, and the applicant will not be considered for a Nurse Corps SP award. Applicants must upload all supporting documents at the time of the online application submission. Each document submitted must include the applicant's first name, last name, and application number. ***Career Pathways applicants must upload an active/current certificate and/or licensure.***
- b. **Authorization to Release Information Form.** This form authorizes entities identified in the form to disclose information regarding applicants who have applied and/or been selected for the scholarship award. The form must be dated and have the applicant's handwritten signature.
- c. **Proof of Status as a U.S. Citizen or U.S. National.** Proof of U.S. citizenship or U.S. national status includes a U.S. birth certificate, an unexpired U.S. Passport ID page or U.S. Passport Card, a Certificate of Citizenship, a Naturalization Certificate, or front and back of an unexpired Permanent Resident Card (Green Card). A driver's license, marriage certificate, or Social Security card is NOT acceptable as proof of U.S. Citizenship.

- d. **Completed Verification of Acceptance/Enrollment Verification Form.** The Nurse Corps SP uses the EVFs to confirm the student’s enrollment and status, program start date of no later than September 30, 2022 for the 2022-2023 academic year, expected date of program completion and graduation academic standing, institution’s name and address, and the official contact person for the school of nursing.
- e. **Official Student Aid Report (SAR).** Applicants must provide a **complete** copy electronically uploaded in PDF format, of their Official 2022-2023 SAR with no missing pages, which summarizes all the information provided on the FAFSA. **SARs received from institutions other than the Department of Education will NOT be accepted, and failure to provide an Official SAR will render an application ineligible.** The SAR will contain the applicant’s EFC, the number used in determining eligibility for federal student aid. The EFC should appear in the upper portion of a paper or electronic SAR. The Nurse Corps SP will deem partial or expired SAR submissions as incomplete and the application will be rejected. The Nurse Corps SP only accepts official SARs; any other type of document will deem the applicant ineligible. Applicants can request updates on, or copies of, their official SAR from the Department of Education by calling 1-800-4-FED-AID (1-800-433-3243) or to [FederalStudentAidCustomerService@ed.gov](mailto:FederalStudentAidCustomerService@ed.gov) via email.
- f. **Current Tuition and Fee Schedule.** Each applicant must provide a tuition and fees schedule for the 2022-2023 academic year or, if not yet available, the most recent tuition and fees schedule published by the school in the school catalog or on its website.
- g. **Completed Essay Questions.** The applicant must provide typed responses to the **two** essay questions listed below. Each response is limited to a 500-word count or less (about a full page with single spacing) in Times New Roman 12 point font. The applicant must include the applicant ID number generated by the application at the top of each document.

**Essay 1:** How will you contribute to the mission of the Nurse Corps SP in providing care to underserved communities, and how does this align with your commitment to pursue a career in nursing?

**Essay 2:** What personal experiences have prepared you to work with underserved populations, such as participation in a federal pipeline program (see [Definitions](#)), community service, internships, or experience in rural, frontier, or tribal populations? If you have successfully completed participation in any federal pipeline program, please highlight your experiences in the essay responses and consider having a reference from one of the pipeline programs write one of your required letters of recommendation.

- h. **Resume/Curriculum Vitae (CV).** Applicant must summarize his or her educational qualifications, work experience, and volunteer/community service in chronological order. If applicable, list under certification/licensure information: nursing license number, license type (LPN or RN), name on the license (if different from the name on resume), state of licensure, and expiration date.
- i. **Academic Transcript.** Applicants that have not completed one full academic term in the program for which they are seeking Nurse Corps SP funding must submit an official or unofficial transcript from the most recently completed undergraduate or graduate academic program attended (or high school, if applicable). The uploaded transcript must be legible and include the applicant's school name, courses taken, grades received for each course, and cumulative GPA.

### 3. DOCUMENTATION REGARDING EXISTING SERVICE OBLIGATION (if applicable)

If an applicant's responses indicate that they have an outstanding service obligation to another program, additional documentation must be submitted. Specifically, the applicant must submit a Statement Regarding Existing Service Obligation, which is a written statement (satisfactory to the Secretary of HHS) provided by the entity to which the applicant owes an existing service obligation (see [Eligibility Requirements](#)) stating that: i) there is no potential conflict in fulfilling the Nurse Corps SP obligation and the entity's obligation, and ii) the Nurse Corps SP service obligation will be served first. Only applicants who have these documents listed on the Supporting Documents page of their online application should submit them. These documents will be added to their Supporting Documents list once the online application has been submitted.

#### **Application Review and Award Process**

The deadline for submitting an online application and supporting documentation is May 5, 2022 at 7:30 p.m. ET. Applicants will receive an "application submitted successfully" confirmation message once the application has been successfully submitted via the online portal.

The application review process will take approximately three to four months. Applicants selected for a Nurse Corps SP award will receive a Confirmation of Interest (COI) email. Once notified, applicants can choose to accept or decline the Nurse Corps SP award. Awards are subject to the availability of funds. All applicants, whether selected for an award or not, will be notified of the decision by no later than September 30, 2022.

#### **NOTIFICATION OF AWARD**

Individuals eligible for awards will receive the COI email no later than September 30, 2022. To confirm continued interest in accepting the award, an applicant must respond by the deadline indicated in the COI email. If the applicant does not respond to the Nurse Corps SP by the

deadline, the applicant is no longer eligible. The COI is not a guarantee that the individual will receive an award, as funding depends on appropriations by Congress. Applicants who respond by the deadline are asked to:

- a. Sign the Nurse Corps SP contract;
- b. Complete the online banking form for direct deposit;
- c. Complete the EVF; and
- d. Complete the W-4 form.

Applicants selected for an award must be enrolled as a **full-time** student during the 2022-2023 academic year and full-time class attendance **must begin on or before September 30, 2022**. Applicants are required to submit their nursing program plan of study (i.e., a list of classes each term). Applicants who will not begin classes on or before September 30, 2022, including applicants who are on a leave of absence from school through September 30, 2022, **must** decline the award.

An applicant selected for an award, but who decides not to accept the award, can decline the scholarship support without penalty. However, once a decision to decline has been made, there will not be any opportunities to reclaim the award. A decision to decline the scholarship award is final and cannot be changed under any circumstances. An applicant who declines an award can apply in the next application cycle. Please subscribe to the [HRSA email list](#) to receive an email notification of when future application cycles will open.

### **Additional Information**

#### **RESOURCES FOR APPLICANTS**

##### **Health Workforce Connector**

The [Health Workforce Connector](#) contains a searchable database for many, but not all, Nurse Corps SP-approved service sites, including many with current job openings. Note: The Health Workforce Connector may contain sites with a Primary Care or Mental Health HPSA score below the required score of 14.

##### **HPSA Find**

All Nurse Corps SP participants must serve in a federally designated Primary Care and/or Mental Health HPSA with a score of 14 or higher. The websites below provide an understanding of where HPSAs are currently located.

- [HPSA Find](#)
- [Find Shortages by Address](#)

##### **Customer Care Center**

Any individual with questions about the Nurse Corps SP can contact the Customer Care Center Monday through Friday (except federal holidays), 8:00 a.m. to 8:00 p.m. ET.

- 1-800-221-9393 (TTY – 1-877-897-9910)

## **Nurse Corps SP Customer Service Portal**

Once an applicant has been selected for an award, they are provided with instructions for establishing an account on the [Customer Service Portal](#). This web-based system will allow Nurse Corps SP participants to communicate with the program staff, to make certain requests (e.g., suspensions, transfers, waivers), and to access the six-month ISV Form.

## **Social Media**

- [Nurse Corps Facebook](#)
- [Nurse Corps LinkedIn](#)

## **DEFINITIONS**

**ACADEMIC YEAR.** All Nurse Corps SP contracts are for a defined academic term. Under the Nurse Corps SP, all academic years run from a contract period of July 1 through June 30 of the following year. For example, if a student is in a full-time 24-month program that begins on August 2, 2022, and they sign a contract for two academic years, the student will receive stipend, ORC, and tuition payments from July 1, 2022 through June 30, 2024. Funding for additional months of the program beyond the contract period end date of June 30, 2024, would require the student to request a third year of scholarship funding, and if granted, obligates the participant to 3 years of full-time service.

**ACCEPTABLE LEVEL OF ACADEMIC STANDING.** The level at which a student retains eligibility to continue attending the nursing program for which they were awarded under the school's standards and practices as determined by the nursing program.

**ACCREDITED PROGRAM.** A program accredited by a national or regional nurse education accrediting agency or state approval agency recognized by the U.S. Secretary of Education. Please visit the [U.S. Department of Education Database](#) for a complete list of nursing accreditation agencies recognized by the Secretary of Education.

**ADVANCED PRACTICE REGISTERED NURSE.** A Registered Nurse who has completed graduate-level education, gained advanced clinical skills and knowledge in a practice specialty role: Nurse Practitioner, Certified Nurse-Midwife, Certified Nurse Anesthetists, or Clinical Nurse Specialist.

**ADMINISTRATIVE OFFSET.** For scholars who receive funding under the Nurse Corps SP, overpayments of scholarship benefits may be collected through administrative offset from future award payments. The Nurse Corps SP may withhold scholarship funds payable to, or on behalf of, participants (including stipends, ORC, and if necessary, tuition/fees payments) until the overpayment is paid in full. Administrative offset is not a repayment option for participants who wish to terminate a contract.

**CAREER PATHWAY.** Funding up to \$2 million dollars to support unlicensed assistive personnel such as Certified Nursing Assistants, Home Health Aides, Medical Assistants, as well as those in entry level nursing careers, such as Licensed Practical (Vocational) Nurses to pursue an Associate's Degree in Nursing or Bachelor's in Science of Nursing.

**CERTIFIED NURSE MIDWIFE.** Nurse midwives are advanced-practice registered nurses who have completed a minimum of a Master's of Science in Nursing (MSN) degree, a post-graduate degree,

or a DNP from a nurse-midwifery education program accredited by the Accreditation Commission for Midwifery Education. CNMs are primary care providers for women throughout the lifespan, with a special emphasis on pregnancy, childbirth, and gynecologic and reproductive health.

**CONTRACT.** A written contract, as authorized by Section 846(d) of the PHS Act, for an academic year pursuant to which (1) the federal government agrees to provide the individual with a scholarship for attendance at a school of nursing during that academic year, and (2) the individual agrees to serve as a nurse for a period of not less than two years at a health care facility with a critical shortage of nurses after graduation.

**CRITICAL SHORTAGE FACILITY.** A critical shortage facility is a health care facility located in an area experiencing a significant shortage of nurses, as indicated by the Federal designation as a health professional shortage area.

**DEFAULT OF SERVICE OBLIGATION.** Failure for any reason to begin or complete the Nurse Corps SP service obligation, including failure to comply with the terms and conditions of delaying the service obligation for approved postgraduate training.

**DEFERMENT.** A delay in the start of service obligation granted by the Nurse Corps SP upon a student’s request, for a specified period of time to enter and complete an approved postgraduate nursing residency program.

**ELIGIBLE REQUIRED FEES AND INELIGIBLE FEES.**

Fees that are covered by Nurse Corps SP if required by participants’ school include, but are not limited to:

<ul style="list-style-type: none"> <li>• Academic Support Services</li> <li>• Administrative</li> <li>• Background Check</li> <li>• Building/Campus</li> <li>• Capstone Course (Must be required of all students regardless of source of funding)</li> <li>• Career Resource</li> <li>• Computer Use</li> <li>• Counseling</li> <li>• Curriculum</li> <li>• Disability Insurance (Must be required of all students regardless of source of funding)</li> <li>• Drug Testing Fee</li> </ul>	<ul style="list-style-type: none"> <li>• Education Fee</li> <li>• Graduation (last year of program)</li> <li>• Health Insurance (Must be required of all students regardless of source of funding)</li> <li>• Health Services and Immunizations</li> <li>• ID Card (if required, Initiation)</li> <li>• Laboratory</li> <li>• Library</li> <li>• Malpractice (Must be required of all nursing students)</li> <li>• Matriculation</li> <li>• NCLEX Review (if a required part of the curriculum)</li> </ul>	<ul style="list-style-type: none"> <li>• Online Course</li> <li>• Processing</li> <li>• Recreation</li> <li>• Registration</li> <li>• Student Activities</li> <li>• Student Association/Union</li> <li>• Student Initiated Fees (Must be required of all students regardless of source of funding)</li> <li>• Student Services</li> <li>• Technology</li> <li>• Testing</li> <li>• Transcript</li> <li>• Transportation (if required for campus-wide system)</li> <li>• University Fees</li> </ul>
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Fees NOT eligible for reimbursement or payment include, but are not limited to:

<ul style="list-style-type: none"> <li>• Accident Insurance</li> <li>• Attorney</li> <li>• Automobile (including insurance and maintenance)</li> <li>• Books</li> <li>• Certification Board</li> <li>• Class Dues</li> </ul>	<ul style="list-style-type: none"> <li>• Computer/Devices</li> <li>• Dental Insurance</li> <li>• Education Associations</li> <li>• Financial Aid Trust Fund</li> <li>• ID Maintenance</li> <li>• Late Charges</li> <li>• Life Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• NCLEX Review (unless part of curriculum)</li> <li>• Parking</li> <li>• Penalty Fees</li> <li>• Personal Transportation</li> <li>• Post Office Box Rental</li> <li>• Refundable Property Deposits</li> <li>• Study Abroad</li> </ul>
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**ENROLLED OR ACCEPTED FOR ENROLLMENT.** *Enrolled* is defined as having been formally admitted to an RN or NP Program at an accredited School of Nursing, committed to attend the program, and scheduled or been deemed eligible to schedule classes to begin no later than September 30 of the year for which the award was made. *Accepted for enrollment* is defined as having been officially granted entrance without contingency to an RN or NP program at an accredited school of nursing. Wait-listed and alternate selection candidates do not meet this criterion. A Letter of Acceptance by the school is typically provided for confirmation.

**EXPECTED FAMILY CONTRIBUTION.** The amount of money the student’s family is expected to contribute to their college education for one year, as determined by the U.S. Department of Education in their Official SAR.

**FAMILY/FAMILY MEMBER.** For the purposes of the Nurse Corps SP, “family member” includes married spouses, as well as unmarried domestic partners (both same-sex and opposite-sex), including those in civil unions or similar formal relationships recognized under state law as something other than a marriage.

**FEDERAL PIPELINE PROGRAMS.** *Federal pipeline programs* are designed to enhance educational opportunities and increase the number of students from disadvantaged backgrounds to progress from elementary through post-undergraduate levels. These programs offer an array of academic enrichment activities and services to better prepare disadvantaged students to successfully graduate from a health professions school.

- a. U.S. Department of Education (ED)
  - i. [Federal TRIO Programs](#)
  - ii. [Promising Neighborhoods Program](#)
  - iii. [Student Support Services](#)
  - iv. [Educational Opportunity Centers](#)
  - v. [Talent Search](#)
  - vi. [Upward Bound](#)
  - vii. [Upward Bound Math-Science](#)
  - viii. [Veterans Upward Bound](#)

- ix. [Gaining Early Awareness and Readiness for Undergraduate Programs \(GEAR UP\)](#)
- b. U.S. Department of Health and Human Services (HHS)
  - i. [Health Careers Opportunity Program \(The National HCOP Academies\)](#)
  - ii. [Centers of Excellence \(COE\) Program](#)
  - iii. [Area Health Education Centers Program \(AHEC\)](#)
  - iv. [Health Profession Opportunity Grant \(HPOG\)](#)
  - v. [National Workforce Diversity Pipeline Program \(NWDP\)](#)
  - vi. [Community Health Worker Health Disparities Initiative](#)
- c. National Science Foundation
  - i. [Tribal Colleges and Universities Program \(TCUP\)](#)
  - ii. [Alliance for Graduate Education and the Professoriate \(AGEP\)](#)
  - iii. [Historically Black Colleges and Universities - Undergraduate Program \(HBCU-UP\)](#)

**FULL-TIME CLINICAL PRACTICE.** The provision of nursing services for a minimum of 32 hours per week. At least 26 hours per week, of the minimum 32 hours per week, must be spent providing clinical services or direct patient care to patients. This is a weekly requirement and hours cannot be averaged.

**FULL-TIME STUDENT.** A student enrolled in a school for the number of credit hours or courses in any academic term that is considered by the school to be full-time. Any courses that are not required or are unrelated to the qualifying degree program, as well as repeat courses the Nurse Corps SP has already paid for, will not count toward the hours required for full-time status.

**GRADUATE NURSING PROGRAM.** Any department, division, or other administrative unit in a college or university that provides primarily or exclusively a program of education in professional nursing and related subjects leading to a graduate degree in nursing, (i.e., where students will receive a master degree), or to an equivalent degree. This includes advanced training related to such program of education provided by such school, but only if such program, or such unit, college or university is accredited. As well as entry to nursing masters programs where graduates are authorized to sit for the National Council Licensure Examination-Registered Nurse (NCLEX-RN). The educational programs in the school of nursing must be accredited by a national nursing accrediting agency or state approval agency recognized by the U.S. Secretary of Education.

**INITIAL SCHOOL OF RECORD.** The school indicated on the Nurse Corps SP application and attended at the time the initial contract is executed.

**LEAVE OF ABSENCE.** A period of approved absence from a course of study granted to a student by his or her nursing school for medical, personal, or other reasons. The leave of absence from the Nurse Corps SP is usually granted for a period of 1 year or less.

**OTHER REASONABLE COSTS.** An additional, annual payment provided directly to each Nurse Corps SP participant to assist in the payment of books, clinical supplies/instruments, and uniforms.

**PART-TIME CLINICAL PRACTICE.** The provision of nursing services for a minimum of 16 hours per week (up to a maximum of 31 hours per week). At least 80 percent of the hours each week must be spent providing clinical services or direct patient care to patients. This is a weekly requirement and hours cannot be averaged.

**PART-TIME STUDENT.** A student is considered part-time if enrolled on at least a half-time basis (i.e., the student is not taking a sufficient number of credit hours to meet or exceed 50 percent of the credit hours required by the nursing school program to be a full-time student).

**POSTGRADUATE TRAINING.** A program designed to help nurses or advanced practice nurses that have recently graduated, transition into clinical practice through training and skill development opportunities. Postgraduate training includes residencies and fellowships.

**RESIDENCY FOR NP.** NP fellowship and residency programs are competitive non-mandatory programs defined as a stage in clinical education where an NP provides patient care under the supervision of either a physician or another NP while being paid a salary.

**RESIDENCY FOR RN.** These residencies are defined as non-mandatory programs designed to help new nurse graduates transition into clinical practice.

**SUSPENSION.** Suspension of the service or payment obligation is a temporary status granted at the discretion of Nurse Corps if compliance with the obligation by participants (1) is temporarily impossible or (2) would involve a temporary extreme hardship such that enforcement of the obligation would be unconscionable.

**SYSTEM FOR AWARD MANAGEMENT.** A website maintained by the General Services Administration for the purpose of disseminating information on parties that are excluded from receiving federal contracts, subcontracts, and federal financial and non-financial assistance and benefits, pursuant to E.O. 12549, E.O. 12689, and implementing regulations.

**UNDERGRADUATE NURSING PROGRAM.** Any school of nursing program where graduates are authorized to sit for the National Council Licensure Examination-Registered Nurse (NCLEX-RN) (i.e., where students will receive a diploma, associate, or baccalaureate degree). The educational programs in the school of nursing must be accredited by a national nursing accrediting agency or state approval agency recognized by the U.S. Secretary of Education.

**UNENCUMBERED LICENSE.** An unencumbered license means one that is not revoked, suspended, or made probationary or conditional by a licensing or registering authority in the applicable jurisdiction.

**WAIVER.** A permanent release of all or part of a participant's Nurse Corps SP service or payment obligation. A waiver will only be granted if compliance with the obligation by the participant (1) is permanently impossible or (2) would involve a permanent extreme hardship such that enforcement of the obligation would be unconscionable.

**WOMEN'S HEALTH NURSE PROVIDERS.** Certified nurse midwives and Nurse Practitioners with women's health or obstetrics and gynecology specialty.

## FREQUENTLY ASKED QUESTIONS

### Nurse Corps Scholarship Tax Withholdings Questions

HHS withholds federal income tax owed on all components of the Nurse Corps SP award, including payment for tuition and fees, and withholds the "employee" share of FICA tax. All of the Nurse Corps SP funds disbursed to you, or to your school on your behalf, are reported to the IRS on a Form W-2 Wage and Tax Statement. (see [Taxes and Financial Information](#) section)

- 1. Is this a new HRSA policy?** No. HRSA is implementing a determination from the IRS that under Section 117(c)(1) of the Internal Revenue Code, the entire Nurse Corps SP award is taxable because it represents payment for services by the student required as a condition for receiving the qualified scholarship.
- 2. National Health Service Corps (NHSC) scholarships have a service obligation attached, so why aren't they taxable?** Congress specifically exempted NHSC scholarships from federal income tax in Section 117(c) (2) of the Internal Revenue Code. The statute does not similarly exempt Nurse Corps SP payments.
- 3. What part of a Nurse Corps participant scholarship is taxable?** All components of the Nurse Corps SP award are taxable, including your tuition, fees, ORC, and monthly stipend payments. Withholding income and employee FICA taxes from your tuition payments means that portions of your award may be reduced as a result. If the amount withheld does not cover your tax obligations, you are responsible for paying the remainder to the IRS.
- 4. What is FICA and why is it taken out of a Nurse Corps participant award?** FICA taxes are composed of Social Security and Medicare taxes paid by individuals and employers. While receipt of an Nurse Corps SP award does not make the recipient an employee of HRSA, the IRS considers the scholarship funds to be "wages" and HRSA as the "employer" because HRSA controls the payment of the funds. Thus, employment tax (FICA) applies to the entire award – tuition, fees, stipend and ORC. The agency must pay the employer share of FICA tax (currently 7.65 percent) and withhold the employee share of FICA (currently 7.65 percent) from your Nurse Corps SP award.
- 5. Does an awardee have to file a tax return with the IRS?** We suggest that you speak with a professional tax advisor, visit the [IRS website](#), use the [IRS Tax Withholding Estimator](#), or contact the IRS Tax Help Line at (800) 829-1040 to determine whether you need to file a tax return. Please note that you are not excused from having to file a tax return with the IRS by virtue of HRSA's reporting your Nurse Corps SP award "income" to the IRS or withholding federal income and FICA tax from your Nurse Corps Scholarship Program award.
- 6. Is there any way to calculate the projected award amount after taxes?** The Nurse Corps SP award after-tax calculation is an individual assessment, which includes many factors

that are specific to the individual taxpayer. For example, the amount of your Nurse Corps SP award, your marital status, and the number of allowances you claim on your W-4 will affect the amount of federal income tax that is withheld from your award. Thus, HRSA is not able to project the amount of federal income tax Nurse Corps SP participants will owe.

However, all participants' FICA tax withholding is the same: the "employee" share equals 7.65 percent of the total Nurse Corps SP award (6.2 percent for Social Security and 1.45 percent for Medicare). We recommend that you seek professional tax advice to help you consider your individual tax situation and the net effect that the withholding and reporting changes have on your award and tax liability.

7. **If the tuition payment is reduced, will the awardee be able to take out a loan to pay the difference?** We suggest you speak with the financial advisor at your nursing school for the financial options that assist you with paying for your education expenses.
8. **Can a Nurse Corps participant apply for another government program for additional funds?** In accordance with the 2022 Nurse Corps SP Guidance, you may seek other sources of funding as long as you do not incur another service obligation.
9. **Is tax advice or assistance available to awardees from the Nurse Corps SP??** The Nurse Corps SP does not provide tax advice. We suggest you speak with a tax professional or contact the IRS through their TAX HELP LINE at (800) 829-1040.
10. **Can an awardee decline the award or return the money and get out of the contract after having a better understanding about the impact of withholding taxes on the scholarship?** You can decline the scholarship at any time before the agency countersigns your Nurse Corps SP Contract. Once you have signed the Nurse Corps SP contract and HRSA has countersigned it, the contract is in effect. HRSA can terminate the contract only if, on or before June 1 of the school year to which the contract pertains, you:
  - a. submit a written request to terminate your contract for that academic year; and
  - b. repay all amounts that were paid to you, or on your behalf, for that school year (tuition, fees, stipends and ORC).

If you meet these requirements and the contract is successfully terminated, you no longer have a service obligation **for that school year**. Please note, however, that if you received Nurse Corps SP support for one or more prior school years, you will still owe service in return for those prior years of support (**a two-year minimum**).

## Nurse Corps SP General Questions

1. **What if an awardee changes his/her mind about going into nursing after he/she has accepted the Nurse Corps SP Award?** Accepting a Nurse Corps SP award is a serious commitment to serve as a RN or NP in a facility with a critical shortage of nurses.

Individuals who accept the scholarship and change their mind about nursing before completing nursing school or the service commitment, have breached their contract with the U.S. Government and must pay back all monies paid directly to them and to the school on their behalf, with interest. The amount owed, including interest, must be paid within 3 years of the date of the default, which is the date that a participant is no longer in compliance with their Nurse Corps SP contract. The HHS Secretary or designee may terminate a Nurse Corps SP contract for an academic year if, on or before June 1 of the school year, a participant:

- a. submits a written request to terminate their contract for that academic year; and
- b. repays all amounts paid to, or on behalf of, them (tuition, stipends and ORC) for that academic year.

If you meet these requirements and the contract is successfully terminated, you no longer have a service obligation **for that school year**. Please note, however, that if you received Nurse Corps SP support for one or more prior school years, you will still owe service in return for those prior years of support. For more information, see [Service Compliance](#) section of this Guidance.

2. **What if a Nurse Corps SP participant changes his/her mind about the type of nursing degree they want to earn or level of practice in which they want to serve?** The degree and specialty practice (if any) indicated on the application is the **ONLY** degree and specialty that the Nurse Corps SP will support. **No changes are accepted to an applicant's degree or specialty practice after the application deadline.** The service commitment must be consistent with the area of nursing for which the award was made. For example, if you were awarded as a psych NP, you must provide service as a psych NP, and not as an RN or as an OB/GYN NP.
3. **Can Nurse Corps SP participants defer their scholarship start date?** No, scholarship start dates cannot be deferred. The scholarship will start at the beginning of the 2022-2023 academic year.
4. **What is an eligible health facility where Nurse Corps SP participants can fulfill the service obligation?** Nurse Corps SP participants are required to serve in a CSF in a HPSA with a primary care or mental health HPSA Score of 14 or above. Nurse Corps SP participants are responsible for finding their own employment site and confirming its eligibility with the Program before accepting an employment offer. The Nurse Corps SP reserves the right of final approval to ensure participants' compliance with all requirements related to the service obligation and Nurse Corps SP contract. The Nurse Corps SP does NOT accept nurse staffing agencies or equivalent, travel nurse agencies, Per Diem (PRN or "as needed RNs or NPs") as employment that is eligible to satisfy the required service obligation. For more information, see [Service Requirements](#) section of this Guidance.
5. **How many hours must a Nurse Corps SP participants work at a CSF to be considered full-time?** Full-time employment is considered no less than 32 hours of nursing services per

week. At least 26 hours of the minimum 32 hours per week must be spent providing clinical services or direct patient care to patients. Participants wishing to serve part-time must obtain prior approval from the Nurse Corps SP and must extend the service obligation to equal the full-time commitment. For more information, see [Understanding the Contract and Service Obligation](#) section.

- 6. When does the Nurse Corps SP service obligation begin?** Nursing participants have up to 9 months from the date of graduation to (1) obtain a nursing license; (2) accept an offer of employment from a Nurse Corps SP-approved facility; and (3) commence full-time (or if approved, part-time) clinical services at a CSF. For more information, see [Service Requirements](#) section.
- 7. Once participants are selected to receive a Nurse Corps SP award, when will they receive tuition payment?** Payment of tuition and fees are made directly to the school on behalf of each participant. The Notice of Award Letter issued by the Nurse Corps SP to participants serves as authorization to the school to bill the Nurse Corps SP directly for tuition and required fees. It is the responsibility of participants to take the Notice of Award Letter to the appropriate school official and explain to them what the school official's role and responsibilities are while participants are under contract with the Nurse Corps SP (e.g., invoice payment, EVF submission each term; and other inquiries as needed). It takes approximately 6 weeks from date of receipt of the invoice by the Nurse Corps SP for the school to receive payment.
- 8. Once participants are selected to receive a Nurse Corps SP award, will the program cover tuition and fees if his/her program started prior to July 1, 2022?** Yes, but the Nurse Corps SP will only pay tuition and required fees for required courses in summer school sessions when (1) summer school is an academic term normally required by the school for all students in the same program and (2) the summer session is in progress during the contract period of participants (i.e., through July 1, 2022.)
- 9. How are Nurse Corps SP stipend and other reasonable cost payments issued?** Nurse Corps SP stipend and other reasonable cost payments are transferred electronically participants' financial institution through mandatory direct deposit.
- 10. Does the Nurse Corps SP cover additional books or materials, participants are required to purchase during the school year?** During the fall of each contracted academic year, the Nurse Corps SP makes a single ORC payment to each participant. This payment is to assist with covering expenses for required materials such as books, clinical supplies/instruments, and uniforms during that school year. If additional expenses for books and other materials arise, the Nurse Corps SP will not cover those expenses. Participants are responsible for paying those expenses. The "other reasonable cost" payment is established in the initial award year and cannot be adjusted.
- 11. Is health insurance coverage included in the fees paid for by the Nurse Corps SP?** If health insurance is required and purchase through the school is mandatory, the cost can be

included in the fees paid by the Nurse Corps SP to the school. Insurance for family members is not covered. If the required insurance is purchased through any other source, then the school will not be allowed to submit the costs for the insurance fee.

- 12. What happens if a Nurse Corps SP participant takes a leave of absence and/or repeats course work while attending the nursing program?** The Nurse Corps SP will discontinue the payment of all benefits during a leave of absence approved by the school. If a participant is repeating course work for which the Nurse Corps SP has already paid, the Nurse Corps SP will not pay for that repeated course work but can maintain payments for stipends and all other non-repeated course work provided that the participant continues to meet the Nurse Corps SP requirements. For more information, see [Service Compliance](#) section.
- 13. What happens if a Nurse Corps SP participant is not funded for a specific year or through graduation?** When a scholarship is awarded, funds are obligated (set aside) for the number of school years of support requested by participants and agreed to by the HHS Secretary or designee, as indicated by the signed contract(s). If a participant has not signed a contract through the date of graduation, he/she is given priority for continued funding when the existing scholarship support ends. Continuation funding is always subject to the availability of funding and the continued existence of the Nurse Corps SP. For more information, see [Understanding the Contract and Service Obligation](#) section.
- 14. Who pays the salary of Nurse Corps SP participants fulfilling the service commitment?** The health care facility that employs Nurse Corps SP participants pays their salary. Nurse Corps SP participants negotiate their own salary and benefits packages with the CSF where he/she is employed after graduation. There is no "typical" salary. Salaries vary by employing facility and location.
- 15. What does the Nurse Corps SP mean when it says participants must make "at least a two-year service commitment"?** Individuals who receive the Nurse Corps SP award are required to serve, at a minimum, a two-year full-time service obligation (or its part-time equivalent). Nurse Corps SP participants who receive less than two years of scholarship support will still owe the equivalent of two years of full-time service. The service obligation is extended by one year for each full-time year of Nurse Corps SP support received beyond two years. For more information, see [Understanding the Contract and Service Obligation](#) section.
- 16. Where do I send my Nurse Corps SP supporting documentation?** You upload your Nurse Corps SP supporting documents to the Nurse Corps SP Online Application Portal: Applicants are **strongly encouraged** to upload all supporting documents in PDF format to expedite processing of their application. Any materials uploaded and found illegible or unable to open will cause the application to be deemed ineligible. Materials must be received by the application deadline (May 5, 2022 at 7:30 p.m. ET).

- 17. How do I check the status of my Nurse Corps SP Application?** Applicants will receive a receipt of submission notice once the application has been successfully submitted online. Status and confirmation of receipt is provided for uploaded documents via the [Customer Service Portal](#). Individuals are notified by e-mail no later than September 30, 2022, as to whether or not they have been selected for a Nurse Corps SP award.
- 18. Can Nurse Corps SP participants make changes to banking information after it has been submitted?** Yes. Once the scholarship award has been accepted and participants have electronically signed his/her application, he/she is asked to enter banking information including a bank account and routing number along with the EVFs and W-4. Participants can make any additional changes to their banking information by using the online [Customer Service Portal](#). Click on the banking information link and follow the prompts as directed. It is recommended the previous account remain open until the stipend payment is received in the new account.