

NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY (HESAA)
NJ Home- and Community-Based Services Provider Loan Redemption Program (HCBSP-LRP)
EMPLOYER CERTIFICATION

Instructions:

1. **Review Program Eligibility and additional Program Parameters on page 4.**
2. **Complete Section 1:** Download and fill out all required fields in *Section 1* accurately, either by typing the information or by hand (legibly).
3. **Submit Form to HR:** Once *Section 1* is completed, provide the form to your HR Representative to complete *Section 2*.

Important Note: The Employer (Provider Agency) Name provided in *Section 2* must match the information entered on the online application through the HESAA website portal.

4. **Confirm Signatures:** Before submission, ensure that the applicant and HR representative both provide a hand-written signature on the form.
5. **Confirm Submission:** Upload the completed and signed form with the online application no later than July 31, 2024.

To be considered for acceptance into the HCBSP-LRP, you **must** submit this Certification to HESAA as part of your application and maintain your eligibility, as certified here, throughout your participation in the Program. HESAA administers the HCBSP-LRP on behalf of the Department of Human Services (DHS), and the Department of Children and Families (DCF).

If you have any questions, please contact HESAA's Customer Care Center at 800-792-8670.

SECTION 1: TO BE COMPLETED BY APPLICANT

Applicant Name

Applicant Email Address

Applicant Job Title

Applicant Contact Number

Eligible Profession [please select one (1) from the list below]

- | | |
|--|--|
| <input type="checkbox"/> Board Certified Behavioral Analyst | <input type="checkbox"/> Licensed Clinical Social Worker |
| <input type="checkbox"/> Board Certified Behavioral Analyst - Doctoral | <input type="checkbox"/> Licensed Practical Nurse |
| <input type="checkbox"/> DCF Care Manager | <input type="checkbox"/> Licensed Professional or Associate Counselor |
| <input type="checkbox"/> DCF Mobile Crisis Worker | <input type="checkbox"/> Licensed Psychologist |
| <input type="checkbox"/> Licensed Clinical or Certified Alcohol and Drug Counselor | <input type="checkbox"/> Licensed Social Worker |
| <input type="checkbox"/> Licensed or Associate Marriage and Family Therapist | <input type="checkbox"/> Psychiatric Nurse Mental Health Clinical Specialist |
| | <input type="checkbox"/> Psychiatrist |
| | <input type="checkbox"/> Registered Nurse |

I certify that I am eligible for the HCBSP-LRP, as I am currently employed full time at an approved site in the State of New Jersey as a Board Certified Behavior Analyst, DCF Care Manager (Department of Children and Families-approved settings only), DCF Mobile Crisis Worker (Department of Children and Families-approved settings only), Licensed Clinical or Certified Alcohol and Drug Counselor, Licensed or Associate Marriage and Family Therapist, Licensed Clinical Social Worker, Licensed Practical Nurse, Licensed Professional or Associate Counselor, Licensed Social Worker, Licensed Psychologist, Psychiatric Nurse Mental Health Clinical Specialist, Psychiatrist, or Registered Nurse. I understand that I must meet all eligibility criteria and be in full compliance with the Home- and Community-Based Services Provider Loan Redemption Program requirements. If selected, I understand that I must remain employed full time in the same position for 12 months and, at the conclusion of the 12-month term, my HR Representative must complete a second Employer Certification form to confirm this information before loan redemption will be applied to my eligible student loan(s) directly through my student loan servicer(s).

Applicant Signature

Date

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SECTION 2: TO BE COMPLETED BY THE HUMAN RESOURCES REPRESENTATIVE

The applicant is applying to participate in the Home- and Community-Based Services Provider Loan Redemption Program (HCBSP-LRP). This program is administered by the New Jersey Higher Education Student Assistance Authority (HESAA) in partnership with the New Jersey Department of Human Services (DHS) and New Jersey Department of Children and Families (DCF), offering student loan redemption to health care, behavioral health, and social services professionals providing services to individuals with medical conditions, mental health and substance use disorders, or disabilities. The program provides eligible professionals with an opportunity to receive up to \$50,000 in student loan redemption in exchange for 12 months of service at an approved home- or community-based provider agency.

Please ensure that all required fields in this section are accurately completed. The applicant's participation in this program is contingent upon completion of this form and meeting all eligibility criteria.

Applicant Name

Applicant Job Title

Applicant's Type of Employment: Please confirm the Applicant is employed full time, which requires a minimum of 35 hours per week, in their current position. Yes, applicant is employed full time

Eligible Profession [please select one (1) from the list below]

- | | |
|--|--|
| <input type="checkbox"/> Board Certified Behavior Analyst | <input type="checkbox"/> Licensed Clinical Social Worker |
| <input type="checkbox"/> Board Certified Behavior Analyst - Doctoral | <input type="checkbox"/> Licensed Practical Nurse |
| <input type="checkbox"/> DCF Care Manager | <input type="checkbox"/> Licensed Professional or Associate Counselor |
| <input type="checkbox"/> DCF Mobile Crisis Worker | <input type="checkbox"/> Licensed Psychologist |
| <input type="checkbox"/> Licensed Clinical or Certified Alcohol and Drug Counselor | <input type="checkbox"/> Licensed Social Worker |
| <input type="checkbox"/> Licensed or Associate Marriage and Family Therapist | <input type="checkbox"/> Psychiatric Nurse Mental Health Clinical Specialist |
| | <input type="checkbox"/> Psychiatrist |
| | <input type="checkbox"/> Registered Nurse |

Please describe the applicant's main job duties (e.g., 'Works in a Group Home providing direct care' or 'Works in a Partial Care Program and provides clinical psychiatry services'). Be as specific as possible.

- To be eligible for this program, the applicant, as part of their ongoing job duties, must provide direct services to clients that require the use of their eligible license, certification, or other state-required qualification. By checking this box you will confirm that the applicant meets these criteria.

Entity Funding Position [please select one (1) from the list below]

- | | |
|--|--|
| <input type="checkbox"/> DHS' Division of Developmental Disabilities | <input type="checkbox"/> Department of Children and Families-approved settings within one of the following eligible programs (please select one from the list below) |
| <input type="checkbox"/> DHS' Division of Mental Health and Addiction Services | <input type="checkbox"/> Care Management Organization |
| <input type="checkbox"/> NJ FamilyCare's Managed Care Organizations (Private Duty Nurses only) | <input type="checkbox"/> CSOC Mobile Response and Stabilization Service |
| | <input type="checkbox"/> CSOC Intensive In-Home Service |
| | <input type="checkbox"/> Outpatient Mental Health Treatment |
| | <input type="checkbox"/> South Jersey Initiative - Adolescent Treatment |
| | <input type="checkbox"/> Nurse Family Partnership |

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SECTION 2: TO BE COMPLETED BY THE HUMAN RESOURCES REPRESENTATIVE

Employer (Provider Agency) Name
(See list of approved provider agencies here:
<https://www.hesaa.org/Pages/HCBSPLRP.aspx>)

Applicant Name

HR Representative Name

Federal Employer Identification Number (EIN)

HR Representative Job Title

HR Representative Email Address

HR Representative Phone Number

I certify to the best of my knowledge and belief that the applicant listed above is employed at the approved provider agency listed on this form, that the employee works in New Jersey, and that the employer intends for the applicant to remain in their current position for a minimum of 12 months following their acceptance into the HCSBP-LRP.

HR Representative Signature

Date

NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY (HESAA)

NJ Home- and Community-Based Services Provider Loan Redemption Program (HCBSP-LRP)

Program Eligibility

To qualify for the student loan redemption program, an applicant must meet all of the following requirements:

1. Be employed full-time (at least 35 hours per week) at an approved home- and community-based provider agency in one of the categories of approved provider agencies in the section below;
2. Maintain a current license/board certification, as applicable, to practice in New Jersey throughout participation in the Program;
3. Maintain employment at an approved home- and community-based provider for a minimum of 12 months after acceptance into the Program by HESAA (pursuant to the terms of contract with HESAA) in one of the below professions and as part of their ongoing job duties, provide direct services to clients that require the use of their eligible license, certification, or other state-required qualification.
 - Board Certified Behavior Analyst
 - Board Certified Behavior Analyst - Doctoral
 - DCF Care Manager
 - DCF Mobile Crisis Worker
 - Licensed Clinical or Certified Alcohol and Drug Counselor
 - Licensed or Associate Marriage and Family Therapist
 - Licensed Clinical Social Worker
 - Licensed Practical Nurse
 - Licensed Professional or Associate Counselor
 - Licensed Psychologist
 - Licensed Social Worker
 - Psychiatric Nurse Mental Health Clinical Specialist
 - Psychiatrist
 - Registered Nurse
4. Not be in default on any eligible qualifying student loan; and;
5. Not currently be participating in any other student loan redemption program administered by HESAA or in the federally-administered National Health Service Corps Loan Repayment Program, section 338B of the Public Health Service Act (42 U.S.C. s.254 1-1).

Borrowers in default status are **ineligible** for the Home- and Community-Based Services Provider Loan Redemption Program (HCBSP-LRP).

Categories of Approved Provider Agencies:

- Agencies funded by the Department of Human Services' Division of Developmental Disabilities. This includes self-directed employees funded by the Division.
- Agencies funded by the Department of Human Services' Division of Mental Health and Addiction Services
- Settings approved by the Department of Children and Families, within an eligible program
- Agencies contracted by NJ FamilyCare's Managed Care Organizations (Private Duty Nurses only)

Qualifying Student Loan

Any government or commercial student loan for actual tuition costs and reasonable education and living expenses incurred while pursuing a degree in a mental or behavioral healthcare profession.

Non-Eligible Loans

Private student loans, student loans borrowed by someone else on your behalf (e.g., Parent PLUS loans), loans you borrowed or co-signed on behalf of someone else, and non-student loans (e.g., home equity loans, even if used to pay off a student loan). Additionally, student loans that have already been paid off are not eligible for reimbursement under this program.

HESAA reserves the right to terminate a participant's involvement in the Program under the following circumstances:

- If the participant is no longer employed in an eligible profession by the State-funded home- and community-based provider agency throughout the program's duration; or
- If the participant's license/board certification to practice is revoked; or
- If the participant commits an act of gross negligence in fulfilling their employment service obligation or fails to meet the employer's performance standards.

Any person knowingly or willfully furnishing any false or misleading information for receiving student loan redemption benefits under the program is guilty of a crime of the fourth degree.