

# Washington State Health Professional Loan Repayment Program (HPLRP) Federal-State Loan Repayment Program (FSLRP)

## SITE ADDITION OR TRANSFER POLICY

The Health Professional Loan Repayment Program expects that all program participants complete their entire service commitment at the eligible loan repayment site(s) under the submitted application. There may be circumstances when a participant and health shortage area would benefit from a site change. In such circumstances, participants are required to request a change to their current site through a **pre-approval** process prior to making the change. Participants must seek preapproval for any change or addition in eligible sites, regardless of whether the sites are within the same health care organization (i.e., an organization or health care system with multiple delivery sites or satellites). **Failure to obtain approval prior to leaving your approved site may result in default on your loan repayment contract.**

Approval criteria include the following:

- Participant is in compliance with their contract;
- Participant's license or certification has not been revoked, suspended, or restricted, and no disciplinary action is pending;
- Participant has not been terminated by the site for documented cause;
- Participant has worked a minimum of one pay period at current site prior to request;
- New site is an approved site for loan repayment at the time of the transfer approval.

The participant will not receive service credit during the gap in service between the last day providing patient care at the prior service site and resumption of service at the transfer site. The participant will also not receive credit for any time spent working at a new site prior to receiving approval.

Approval of changes to the participant's eligible loan repayment site(s) by WSAC does not alter any local employment contract requirements in any manner.

### Participant Pre-Approval Process

To request to transfer to a new site **or** to add a site:

1. The Participant must submit a request for the change, **in advance**, in the form of an email or letter.
2. An authorized HR Department staff or CEO of both the original site and the new site must submit an email or letter agreeing to the site change. These letters of agreement must include the following details:
  - Reasons for the site change request (brief statement).
  - Start/end dates of employment involved.
3. If not already on file, WSAC will mail a Memorandum of Agreement (MOA) to the new site, for signature and return **prior** to approval.
4. WSAC will mail a Contract Amendment to the participant, for signature and return **prior** to approval.
5. WSAC will notify the participant and sites (original and new) of the approval decision.

For additional questions regarding site transfers/additions, contact us at [health@wsac.wa.gov](mailto:health@wsac.wa.gov) or call 1-888-535-0747, Option 5.