

Alaska State Loan Repayment Program Guide

Program Overview

The Alaska State Loan Repayment Program (SLRP) is a State-administered workforce incentive program aimed at supporting healthcare practitioners who commit to working in underserved areas. The program offers educational loan repayment for eligible, licensed practitioners who provide health care services in an approved primary care setting located in a federally designated Health Professional Shortage Area (HPSA). Participants commit to a two-year service obligation serving Alaska's most vulnerable populations.

Alaska SLRP operates in alignment with the guidelines of the Health Resources & Services Administration (HRSA) National Health Service Corps (NHSC) State Loan Repayment Program grant¹. The grant allows States to design and run a loan repayment program for primary care providers to serve in HPSAs within their state. It complements the NHSC Loan Repayments programs. Alaska has participated in the SLRP program with HRSA since 2009.

Health Resources & Services Administration State Loan Repayment Program Goals:

- Recruit and retain providers to grow the healthcare workforce in HPSAs within the state
- Increase access to primary care in underserved communities and for underserved populations
- Reduce disparities and improve health care outcomes for all underserved communities

Program Objectives

- **Increase Healthcare Access:** Expand the availability of healthcare services throughout Alaska, with a focus on rural and underserved populations.
- **Attract and Retain Practitioners:** Attract and retain qualified healthcare professionals.

Funding

Alaska SLRP is partially funded by HRSA State Loan Repayment Grant H56HP55615 for the grant period July 1, 2026 – June 30, 2029, and matching contributions by participating qualified nonprofit and governmental organizations.

¹ HRSA State Loan Repayment Program website: <https://nhsc.hrsa.gov/loan-repayment/state-loan-repayment-program>

Award Amounts

Award amounts are determined based on the availability of funds, the participant's discipline, service level, and outstanding qualifying educational loans.

Alaska SLRP awards are limited to qualified educational loans incurred prior to application and may not exceed \$50,000 during the initial two-year service obligation.

The total award amount will be reduced if the applicant's total eligible loan balance at application is less than the amount listed.

Awards are issued as quarterly incentive payments.

Service Period	QWR Due	Incentive Issued
January 1 – March 31	April 30	June 30
April 1 – June 30	July 31	September 30
July 1 – September 30	October 31	December 31
October 1 – December 31	January 31	March 31

Table 1: Payment Schedule

Note: No SLRP incentive payments will be released until the full employer contribution is received by the Department.

Tax Information

Incentive awards issued through the Alaska SLRP are authorized under the Public Health Service Act, Section 338I, and funded jointly by HRSA and participating States. These awards are generally excluded from gross income for federal income tax purposes.

Participants are encouraged to consult a tax professional regarding individual tax circumstances.

Employment Contracts

A participant's agreement with Alaska SLRP is separate and independent from the participant's employment agreement with the practice site or employer.

Negotiation and execution of employment agreements are solely the responsibility of the participant and the employer.

Practitioner Eligibility

To participate in the SLRP, practitioners must meet all applicable eligibility requirements at the time of application and contract execution.

Note: General practitioners who have not completed an approved residency program are not eligible.

Employer Sponsorship

A health care practitioner must be sponsored by an approved employer.

Employer sponsorship:

- Confirms the participant's employment and eligibility
- Identifies the approved practice site(s)
- Commits the required employer funding

Practitioner Requirements

Applicants must:

- Be a United States citizen or national
- Be domiciled in the State of Alaska for the duration of program participation
- Agree to utilize SLRP funds only to repay qualifying educational loans
- Work in a federally designated HPSA corresponding to their discipline and training area (primary care, dental health, or mental health)

Licensure Requirements

Applicants must:

- Possess a current, full, permanent, unencumbered, unrestricted Alaska professional license, certificate, or registration in the eligible discipline in which they are applying, unless exempt under federal or Tribal authority
- Hold active licensure prior to contract start date

Practice Requirements

Applicants must:

- Participate in Medicare, Medicaid and Children's Health Insurance Program (CHIP or Denali Kid Care), as applicable
- Offer services using a sliding fee scale for individuals with incomes at or below 200% U.S. Department of Health and Human Services (HHS) Poverty Guidelines
- Provide free or low-cost services for those individuals at or below 100% of the HHS Poverty Guidelines

Financial and Service Obligation Requirements

Applicants must meet all financial and service obligation requirements at the time of application and throughout program participation.

Existing Service Obligations

Applicants must **not**:

- Have an employment contract that includes a service obligation requirement, such as a recruitment or sign-on bonus requiring continued employment at a specific facility or employer for a defined period
- Have an existing contractual obligation for health professional services to a federal, state, or other entity, including but not limited to:
 - NHSC Loan Repayment Program
 - NHSC Scholarship Program
 - Nurse Corps
 - Indian Health Service (IHS)

Exception:

- Applicants may be eligible if the existing service obligation will be fully completed prior to Alaska SLRP contract start date
- Participation in Public Service Loan Forgiveness (PSLF) does not constitute a conflicting service obligation.

Military Service

Individuals in the Reserves of the U.S. Armed Forces or the National Guard are eligible to participate in the Alaska SLRP.

However:

- Military training or active-duty service **does not** count toward the SLRP service obligation
- Military training or active-duty service **will** count toward total allowable days away from service
- Participants called to active duty will be placed on an approved leave of absence, and the SLRP service obligation **will** be extended proportionately for the duration of the approved leave of absence

Financial and Legal Standing

Applicants must **not**:

- Have any federal judgment liens
- Be in default of any federal payment obligations
- Have breached a prior service obligation to the federal, state, local government, or other entity
- Have had any federal or non-federal debt written off as uncollectible
- Have received a waiver of any federal service or payment obligation

Qualifying Educational Loans

Alaska SLRP awards are limited to the participant's outstanding qualified educational loans incurred prior to program application.

Applicants must provide documentation verifying that their educational loans were obtained for the costs associated with completion of the applicant's eligible health profession education.

Required Loan Documentation

Applicants must submit loan verification documentation, which may include:

- Loan account statements
- Disbursement reports
- Loan history reports
- Other documentation requested by the department

Loan documentation must clearly identify:

- The lender or loan servicer with payment remit address
- The borrower's name and full account number
- The original and current outstanding balance
- The loan status
- The dates of disbursement
- That the loans were obtained solely for the applicant's undergraduate or graduate health profession education

These documents are generally available via the loan servicer's secure online portal.

Eligible Loan Types

Qualifying educational loans may include government and commercial student loans used to pay for:

- Tuition
- Reasonable educational expenses
- Reasonable living expenses associated with health profession education
- Accrued interest and related loan expenses

Consolidated or Refinanced Loans

Consolidated or refinanced loans may be eligible if:

- The underlying loans otherwise meet Alaska SLRP requirements; and
- The consolidated or refinanced loan contains only qualifying educational loans belonging to the applicant

Eligible educational loans must remain separate from all non-qualifying debt, including loans belonging to another individual, such as a spouse or dependent.

Ineligible Loans

The following loans are not eligible for repayment under Alaska SLRP:

- Loans associated with a service obligation that will **not** be complete prior to application submission
- Loans for which documentation cannot establish that the loan was solely applicable to the participant's undergraduate or graduate education
- Loans not obtained from a government entity or private student loan lending institution
- Loans made by private foundations
- Loans that have been paid in full
- Primary Care Loans
- Parent PLUS Loans
- Personal lines of credit
- Loans subject to cancellation
- Residency loans
- Credit card debt

Loan Payment Process

To ensure SLRP funds are used solely for repayment of qualifying educational loans, incentive payments are issued directly to student loan lenders on behalf of the participant.

Participant Discipline Eligibility

Alaska SLRP is open to a range of healthcare practitioners who provide primary care, behavioral health, and dental health services in underserved areas.

Primary Care Disciplines

Participants in primary care disciplines must practice in a Primary Care HPSA.

Physician (MD or DO)

Approved specialties:

- Family Medicine
- Geriatrics
- Obstetrics/Gynecology
- Osteopathic general medicine
- Pediatrics

Nurse Practitioner

Approved specialties:

- Adult
- Family
- Pediatrics
- Geriatrics
- Women's Health

Physician Assistant

Approved specialties:

- Adult
- Family
- Pediatrics
- Geriatrics
- Women's Health

Certified Nurse Midwife

Registered Nurse

Pharmacist

Registered Dietitian

Dental Health Disciplines

Participants in dental health disciplines must practice in a Dental Health HPSA.

Dentist (DDS or DMD)

Approved specialties:

- General Dentistry
- Pediatric Dentistry

Registered Dental Hygienist

Dental Health Aide Therapist

Behavioral Health Disciplines

Participants in behavioral health disciplines must practice in a Mental Health HPSA.

Physician (MD or DO)

Approved specialties:

- Psychiatry

Nurse Practitioner

Approved specialties:

- Psychiatry/mental health

Physician Assistant

Approved specialties:

- Psychiatry/mental health

Health Service Psychologist

Approved specialties:

- Clinical Psychology
- Counseling Psychology

Licensed Clinical Social Worker

Psychiatric Nurse Specialist

Licensed Professional Counselor

Marriage and Family Therapist

Practitioner Employment Requirements

Participants must be employed by or have accepted employment with an eligible employer at an approved practice site located in a designated HPSA. Refer to the Employer Requirements section for additional information.

Participants will not receive service credit for any employment performed prior to the Alaska SLRP contract start date.

Participants must fulfill their service obligation on either a full-time or half-time basis, consistent with Alaska SLRP and NHSC requirements.

Full-Time Service Requirements

Full-time service is defined as:

- A minimum of 40 hours per week
- Service performed for a minimum of 45 weeks per service year
- Work performed over no fewer than 4 days per week
- No more than 12 hours worked within any 24-hour period

Participants do not receive service credit for hours worked beyond the required minimum weekly hours. Excess hours may not be carried forward or applied to another work week.

Half-Time Service Requirements

Half-time service is defined as:

- A minimum of 20 hours per week and no more than 39 hours per week
- Service performed for a minimum of 45 weeks per service year
- Work performed over no fewer than 2 days per week
- No more than 12 hours worked within any 24-hour period

Participants do not receive service credit for hours worked beyond the required minimum weekly hours. Excess hours may not be carried forward or applied to another work week.

On-Call Activities

Time spent on-call does not count toward the Alaska SLRP service obligation, except for periods during which the participant is providing direct patient care.

Practice Sites

The participant's Memorandum of Agreement (MOA) will identify all approved practice sites. Time spent working at sites not approved by Alaska SLRP will not count toward fulfillment of the participant's service obligation.

Participants are responsible for ensuring that all alternate practice sites are approved and eligible under Alaska SLRP requirements.

Service Requirements

Participants must meet the following minimum service requirements based on the discipline category and service level.

Hours identified below are not cumulative. Approved teaching activities, approved alternate work location activities, and administrative duties are included within the participant's total required weekly service hours.

Discipline	Duties	Full-Time Service Requirement (40 Hours/Week)	Half-Time Service Requirement (20-39 Hours/Week)
Primary Care	Direct Clinical Care	Minimum of 32 hours/week	Minimum of 16 hours/week
	Approved Teaching Activities	Up to 8 hours/week	Up to 4 hours/week
	Approved Alternate Work Location	Up to 12 hours/week	Up to 4 hours/week
	Administrative Duties	Up to 8 hours/week	Up to 4 hours/week

Table 2: Primary Care Service Requirements

Discipline	Duties	Full-Time Service Requirement (40 Hours/Week)	Half-Time Service Requirement (20-39 Hours/Week)
Dental Health	Direct Clinical Care	Minimum of 32 hours/week	Minimum of 16 hours/week
	Approved Teaching Activities or Approved Alternate Work Location	Up to 8 hours/week	Up to 4 hours/week
	Administrative Duties	Up to 8 hours/week	Up to 4 hours/week

Table 3: Dental Health Service Requirements

Discipline	Duties	Full-Time Service Requirement (40 Hours/Week)	Half-Time Service Requirement (20-39 Hours/Week)
Behavioral Health	Direct Clinical Care	Minimum of 32 hours/week	Minimum of 16 hours/week
	Approved Teaching Activities	Up to 8 hours/week	Up to 4 hours/week
	Approved Alternate Work Location	Up to 20 hours/week	Up to 10 hours/week
	Administrative Duties	Up to 8 hours/week	Up to 4 hours/week

Table 4: Behavioral Health Service Requirements

Administrative Duties

Administrative duties are defined consistent with HRSA guidance and may include activities that support clinical practice but do not constitute direct patient care.

Administrative duties may include:

- Clinical charting and documentation
- Administrative care coordination activities
- Training activities and staff meetings
- Laboratory follow-up
- Patient correspondence
- Activities related to maintaining professional licensure
- Other non-treatment-related activities associated with the participant's clinical practice

Time spent performing management or supervisory responsibilities is considered administrative time.

Medical Director Activities

Duties performed in a medical director role are generally considered administrative activities.

Participants serving in a medical director capacity may count administrative and management activities toward their service obligation only up to the allowable administrative limits:

- Full-time participants: Maximum of 4 hours per week
- Half-time participants: Maximum of 2 hours per week

Home Visits and Patient Homes

Alaska SLRP and NHSC do not recognize the homes of patients or providers as approved service sites.

Home visits, including telehealth services provided to patients in their homes, may only be conducted at the direction of the approved service site and may count only within the participant's allowable alternative-setting direct clinical care hours.

Telehealth

Participants may receive service credit for telehealth services; however, telehealth may not exceed 75 percent of the minimum weekly hours required for direct clinical care.

Alaska SLRP may count telehealth as direct clinical care when both the patient site (originating site) and the provider site (distant site) are:

- Located in a federally designated HPSA
- Approved by Alaska SLRP as a program-approved alternative setting

Participants providing telehealth services must:

- Comply with all applicable licensure and professional standards
- Be available to provide in-person care at each approved telehealth site
- Provide services within their approved discipline, specialty and scope of practice
- Ensure telehealth services are an extension of services provided at the approved practice site
- Use an interactive telecommunications system

Audio-only telephone services and email-based communications do not qualify as telehealth services for Alaska SLRP credit.

Time Away from Practice

Participants are expected to provide clinical services for a minimum of 45 weeks per service year. Participants may be away from clinical practice for up to 7 weeks per service year.

Absences include:

- Sick leave
- Vacation leave
- Paid time off
- Continuing professional education.

For full-time participants, the maximum time away from practice is 280 hours per service year. For half-time participants, the maximum allowable time away from practice is 140 hours per service year.

Absences exceeding the allowable limits may result in:

- Extension of the service obligation through contract amendment;
- Proration of quarterly incentive payments; or
- Determination of non-compliant with contract terms.

Changes and Disruptions in Service Commitment

Alaska SLRP contracts can only be modified, suspended, or terminated under limited circumstances.

Consistent with federal SLRP and NHSC requirements, default penalties are established under 42 U.S.C. § 254o(c)(1).

Withdrawal

An applicant may withdraw an application from consideration at any time prior to execution of the Memorandum of Agreement by submitting written notice to the program.

Change in Service Level

A participant may request a change from full-time to half-time service by submitting a written request with approval from the employer and approved site.

Any approved change in service level must be documented through a written amendment to the participant's MOA.

Participants converting from full-time to half-time service agree that the remaining service time will be completed at a duration equivalent to twice the remaining full-time service obligation.

Participant incentive payments and allowable leave will be adjusted to the approved half-time service level for the remainder of the contract period.

Example

A participant serving full-time for 18 months of the two-year MOA who converts to half-time service would be required to complete an additional 12 months of half-time service, resulting in a total contract period of 30 months.

Once the participant converts to half-time from full-time service level, they will not be allowed to switch back to full-time service level.

Change of Practice Site

Participants must notify Alaska SLRP immediately upon any change in practice site during the MOA period.

Changes in practice site require prior approval by Alaska SLRP and execution of an amendment to the participant's MOA prior to the participant beginning work at the new site.

The amended MOA must identify the approved practice site to ensure accurate monitoring of direct care hours and Quarterly Work Report (QWR) requirements.

Any change of employer or practice site must be approved by Alaska SLRP before the participant begins work at the new employer or practice site.

Participants who begin work at a new employer or practice site without prior Alaska SLRP approval will not receive service credit for the time worked between:

- The last day of direct patient care at the previously approved site; and
- Resumption of an approved service at the newly approved site.

The participant's service obligation will be extended proportionately through amendment of the MOA to account for any interruption in approved clinical service.

Alaska SLRP staff may assist participants in identifying eligible employers; however, participants remain responsible for securing employment with an approved Alaska SLRP employer within the specified time allowed.

Participants may need to relocate to another community within Alaska in order to fulfill their Alaska SLRP MOA service obligations.

Requests to change to an ineligible employer or practice site will be denied.

Participants who voluntarily resign from the approved employer without prior notification to and consultation with the Alaska SLRP program may be determined to be in non-compliant with contract terms and subject to default penalties.

Change of Employer

Participants in SLRP are expected to fulfill their contract commitment with the approved employer and at the approved practice sites listed in the MOA.

Participants must notify Alaska SLRP immediately upon separation from the approved employer or inability to continue providing services at the approved practice site.

Participants unable to complete service with the original employer must request a suspension of the MOA while seeking employment with another eligible Alaska SLRP employer willing to assume sponsorship under the existing MOA.

Any interruption in clinical service will result in a proportional extension of the participant's service obligation.

A change of employer without prior notification to Alaska SLRP and execution of an amended or replacement MOA may result in:

- Placement in noncompliant status
- Default of contract determination
- Suspension of incentive payments
- Assessment of default penalties

Participants terminated for cause by an approved employer may be placed in non-compliance, which may result in a default of contract determination and assessment of penalties.

Suspension

Alaska SLRP participants are expected to fulfill service obligations without excessive absences or significant interruptions in service, consistent with the Time Away from Practice requirements described in this guide.

Under limited circumstances, Alaska SLRP may approve a temporary suspension of the participant's service obligation or, in rare cases, a waiver of the service obligation.

A suspension of service obligations may be approved for up to one (1) year when compliance with the MOA is temporarily impossible or would involve extreme hardship such that enforcement of the service obligation would be unconscionable.

Approved suspension periods will result in a proportional extension of the participant's service obligation through amendment of the MOA.

Requests for suspension must include supporting documentation demonstrating the participant's temporary inability to complete the service obligation.

Approved reasons for suspensions may include:

- Personal medical condition
- Illness of immediate family member
- Family and Medical Leave Act (FMLA) leave
- Maternity or paternity leave
- Military training or active-duty service
- Other approved temporary hardship circumstances

Waiver

Waivers are granted only in rare circumstances and require submission of supporting documentation.

A waiver permanently relieves the participant of all or part of the SLRP obligation.

Waivers may only be approved when compliance with the MOA is permanently impossible or would involve extreme hardship such that enforcement of the service obligation would be unconscionable.

Waiver requests must:

- Be submitted using the required waiver request form; and
- Include supporting documentation substantiating the basis of the request

Public Service Loan Forgiveness Program

If the participant's qualifying educational loan debt is reduced or eliminated through the Public Service Loan Forgiveness (PSLF) program during the Alaska SLRP contract period, the remaining service obligation may be waived.

Participants requesting a waiver based on PSLF must submit documentation verifying that eligible educational loans were forgiven during the PSLF program.

Termination

An applicant may request termination of their SLRP MOA within sixty (60) days of the effective date by submitting written notice to Alaska SLRP. Requests for termination will not be considered after funds have been disbursed.

The Department of Health may terminate the MOA upon thirty (30) days' written notice if:

- Alaska SLRP funding is no longer available;
- Termination is determined to be in the in the best interests of the State; or
- The participant incurs a conflicting service obligation during the MOA period.

In cases of State-initiated termination, the State is liable only for payments associated with qualifying service completed prior to the effective date of termination.

The MOA will terminate immediately upon the death of the participant.

Participant misconduct, failure to fulfill MOA requirements, or unapproved noncompliance may constitute a default of contract and may result in default penalties, repayment of disbursed funds, or both.

Participants who do not qualify for approved termination, suspension, or waiver remain responsible for fulfilling all MOA obligations.

Default of Memorandum of Agreement

Alaska SLRP will make reasonable efforts to assist participants in avoiding default of contract whenever possible. Failure to complete the required service may constitute a default of the Alaska SLRP MOA.

Consistent with federal SLRP and NHSC requirements, penalties are established under 42 U.S.C. § 254o(c).

A participant determined to be in default of contract will be liable for the greater of:

- The total calculated in the formula below; or
- \$31,000.00

The total penalty amount includes:

- All loan repayment funds paid on behalf of the participant for any uncompleted period of obligated service;
- \$7,500 multiplied by the number of months of obligated service not completed; and
- Interest on these amounts at the maximum prevailing legal rate, calculated from the date of non-compliance

In all cases, the total penalty amount will not be less than \$31,000.

Additional Consequences of Default

In addition to the financial penalties, default of contract may result in:

- Reporting of the default to HRSA as required under federal SLRP reporting requirements
- Permanent ineligibility from participation in Alaska SLRP and other Department workforce incentive programs

Employer Requirements

To participate in Alaska SLRP, employers must meet organizational and site-level eligibility requirements established by HRSA State Loan Repayment Program guidance and Alaska SLRP policy.

Employer Eligibility Requirements

Eligible employers must:

- Be a public entity or private nonprofit entity located in and providing health care services within a federally designated HPSA
- Provide services to all patients regardless of their ability to pay
- Charge for professional services at the usual and customary rates prevailing in the area, except for free clinics
- Ensure that individuals with limited income are charged at a reduced rate through a sliding fee scale or provided services at no charge
- Maintain a credentialing process that includes licensure verification, background checks, and a query of the National Practitioner Data Bank
- Maintain a Recruitment and Retention Policy or Plan
- Agree that no portion of the practitioner's wages or employer-provided benefits will be reduced due to participation in Alaska SLRP or receipt of an SLRP incentive award.

A private nonprofit entity is an organization that may not lawfully hold or use any part of its net earnings for the benefit of any private shareholder or individual.

Private nonprofit organizations operating for-profit healthcare facilities must participate in Medicare, Medicaid and the Children's Health Insurance Program (CHIP), as applicable.

Medically Underserved Areas/Populations (MUA/Ps) and state-designated shortage areas do not independently qualify as eligible shortage designations for Alaska SLRP participation.

Eligible Practice Sites

Eligible practice sites may include:

Federally Qualified Health Centers (FQHC) and FQHC Look-a-Likes

- Community Health Centers
- Health care for the Homeless Programs
- Migrant Health Centers,
- Public Housing Primary Care Programs

CMS-Certified Rural Health Clinics (RHCs)

- Independent RHCs
- Provider-based RHCs

Other Eligible Health Facilities

- Community Mental Health Centers (CMHC)
- Community Outpatient Facilities
- Correctional or Detention Facilities that qualify for a facility HPSA
- Critical Access Hospitals affiliated with a qualified outpatient clinic
- Free Clinics
- Immigration and Customs Enforcement (ICE) Health Service Corps
- Mobile Units
- Private Nonprofit Practices (solo or group)
- Rural Emergency Hospitals affiliated with a qualified outpatient clinic
- School-Based Clinics
- State Mental Health Facilities that qualify for a facility HPSA
- State or Local Health Department clinics

American Indian and Alaska Native Health Facilities

- Dual-funded Tribal health clinics and FQHCs
- IHS Hospitals
- Indian Health Service (IHS) facilities
- Tribally operated 638 Health Programs
- Urban Indian Health Programs (UIHPs)

Ineligible Practice Sites

The following practice sites are **not** Eligible for Alaska SLRP participation:

- Home-based health care settings
- Inpatient hospitals
- Military bases
- Private for-profit entities
- Specialty clinics or service-specific sites
- Veterans Affairs (VA) medical centers

Special Practice Site Requirements

Participants practicing at an IHS Hospital, Tribally Operated 638 Hospital, Critical Access Hospital, or Rural Emergency Hospital affiliated with a qualified outpatient clinic must provide direct patient care in the affiliated outpatient clinic for a minimum of:

- 16 hours per week for full-time participants; or
- 8 hours per week for half-time participants

Both the hospital and affiliated outpatient clinic must be identified in Attachment A: Approved Practice Sites.

Direct patient care hours performed at each facility must be reported on the Quarterly Work Report.

Approved Practice Sites Under the MOA

The participant's MOA will identify all approved practice sites.

Time spent at unapproved clinics or practice sites will not count toward fulfillment of the participant's service obligation.

Participants are responsible for ensuring that all alternate work sites are eligible and approved by Alaska SLRP.

Authorized Representative

Each participating employer must designate an authorized representative to serve as the primary point of contact for Alaska SLRP.

This individual must have the authority to act on behalf of the organization.

Responsibilities include, but are not limited to:

- Reviewing and signing program-related forms and agreements
- Submitting and certifying Quarterly Work Reports (QWRs)
- Communication with the Department regarding compliance matters
- Coordinating employer participation requirements under Alaska SLRP

In addition, the authorized representative may designate:

- A Reporting Contact responsible for managing and submitting QWR documentation; and
- A Finance Contact responsible for financial and invoice-related communications

Designated contacts are identified on the Employer Affiliation Request form.

Employers must notify the Department within ten (10) business days of any change in designated representatives or contacts.

Employer Forms

The Employer Affiliation Request and Employer Site Request forms are used to document and verify employer eligibility, practice site eligibility, credentialing requirements, reporting responsibilities, and employer financial obligations under Alaska SLRP.

The following Employer forms are required during the participant application process and are used to determine practitioner eligibility.

- **Employer Sponsorship Form** – Serves as the employer’s formal endorsement of the practitioner’s participation in Alaska SLRP and confirms credential verifications, service level, and award eligibility
- **12-Week Work Schedule** – Identifies the practitioner’s standard work schedule with weekly hour allocation
- **Employer Worksites form** – Identifies all practice sites where the practitioner will provide patient care services

Employer Financial Requirements

The Alaska State Loan Repayment Program requires a one-to-one non-federal funding match for federal SLRP grant funds.

Participating employers will be invoiced quarterly for the required employer match contribution for each practitioner, plus any applicable administrative fee, following review and approval of each QWR.

Employer match funds must be received by Alaska SLRP prior to release of quarter loan payment incentives.

Service Period	QWR Due	Employer Payment Due	Incentive Issued
Jan 1 – Mar 31	Apr 30	May 30	June 30
Apr 1 – Jun 30	Jul 31	Aug 31	Sept 30
Jul 1 – Sep 30	Oct 31	Nov 30	Dec 31
Oct 1 – Dec 31	Jan 31	Feb 28	Mar 31

Table 5: Payment Schedule

Administrative Fee

Per State of Alaska 7AAC 80.045, a five percent (5%) administrative fee is assessed on the total contract value of the Memorandum of Agreement with each practitioner.

This administrative fee supports reporting, invoicing, and operational expenses incurred by the Department in administration Alaska SLRP.

Administrative fees are itemized in the quarterly invoice issued to participating employers.

Quarterly Work Report

Employers must submit a Quarterly Work Report (QWR) for each practitioner within thirty (30) days following the end of each calendar quarter.

QWRs must be completed by the employer and reviewed and approved by the practitioner.

Quarterly Work Reports must include:

- Actual hours worked
- Direct patient care hours
- Telehealth utilization
- Practice site and service-level breakdowns
- Payer mix information
- Patient caseload data by age and gender.

Program Contacts

Office of Healthcare Access – Workforce Incentives

Email – oha.wi.info@alaska.gov

Phone – 907-465-4065

Mailing – 3601 C Street, Suite 300, Anchorage, AK 99503

Notices:

This document is a living reference and may be updated periodically to reflect changes in applicable laws, regulations, policies, or program requirements.

Practitioners and employers are responsible for ensuring they are using the most current version of the Alaska SLRP Guide.

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