

Submitting a Successful Doctors Across New York Loan Repayment Application

Useful tips:

- 1. Submit your application only via hard copy by U.S. mail or other carrier (e.g., Fedex, UPS, etc).** Faxed or emailed applications will not be accepted, and will receive a failing grade.
- 2. Check at least 2 items per section (6 total) in the application.** That means, for:
 - a. Loan repayment track applicants (i.e., those in residency programs): check at least 2 items in Attachment 4: Statement of Need (Track Applicants) page 31 of the application;
 - b. All other loan repayment applicants: check at least 2 items in each of the 3 sections in Attachment 3: Statement of Need (Facility and Individual Physician Applicants), pages 29 and 30;
- 3. Document all checked items.** See the instructions for documenting each item checked on pages 18 and 19 of the loan repayment application.
- 4. If you specify multiple proposed service areas, you must check and document at least 2 items per section pertaining to each discrete area.** This pertains to pages 29 and 31 of the Loan Repayment application.
- 5. Make sure to include a signed employment contract.**
- 6. Submit a complete application** (See the attached checklists)

Checklist – make sure to include the following documents for a complete Doctors Across New York loan repayment application:

1. Loan Repayment (Residency program “track” application):

Include:

- **A completed Attachment 1 (Cover sheet); AND**
- **A completed Attachment 2 (Physician Information); AND**
- **A checked and documented Attachment 4 (Statement of Need - Track Applicants) with at least 2 of the items in page 31 of the application.**

2. Loan Repayment (All other applicants)

Include:

- **A completed Attachment 1 (Cover sheet); AND**
- **A completed Attachment; AND**
- **A checked and documented Attachment 3 with AT LEAST 2 of the items in each of the 3 sections (6 items in all); AND**
- **A fully-executed employment contract** signed by the physician and a representative of the facility; OR
- **A detailed business plan** for physicians seeking to establish a new practice for which the specific site is unknown.

Do Not Apply For A Doctors Across New York Loan Repayment Award If:

1. The identified (applicant) physician's facility has submitted more than 1 application per application period, or more than 2 applications in all application periods; OR
2. The identified physician is ANY OF THE BELOW:
 - Not a U.S. citizen or permanent resident;
 - Not licensed to practice in New York State¹;
 - Fulfilling an obligation under any state or federal loan repayment program where the obligation periods of the state or federal loan repayment program would overlap or coincide with the DANY obligation period, including the DANY Practice Support Program; and
 - Currently working in, or serving, an underserved area, where the current service to the underserved began prior to July 1, 2010;
 - Not in good standing with the NYSDOH Office of Professional Medical Conduct.
 - Not providing full-time (i.e., 35 hours or more) weekly service; OR
3. The identified physician is employed by a facility operated or licensed by the New York State Office of Mental Retardation and Developmental Disabilities, the New York State Office of Mental Health, the New York State Department of Corrections, the New York State Office of Alcoholism and Substance Abuse Services; the New York State Office for Aging, the New York State Division for Youth and federal and municipal corrections and detention facilities and their contractors.

¹ Does not apply to residents seeking awards under the DANY loan repayment track program.