

OKLAHOMA DISTRICT ATTORNEYS COUNCIL
JOHN R. JUSTICE LOAN REPAYMENT PROGRAM
2015-2016 REQUEST FOR RENEWAL

Submit Application postmarked no later than March 18, 2016

District Attorneys Council
JRJ Loan Repayment Program
Attn: Meagan Conway
421 NW 13th Street Suite 290
Oklahoma City, Ok 73103

RECIPIENT INFORMATION

Last Name: _____ First Name: _____ M.I. _____

CONTINUED ELIGIBILITY CERTIFICATION

I declare under penalty of perjury that the information I provided on my grant application (e.g. loan amount, lender, loan status) remains current. In particular, I certify:

- I have no student loans in default status.
- I understand I may be subject to a random audit to verify loan information and status.
- I remain employed with the same employer OR I have changed jobs, but remain in continual eligible employment in Oklahoma. (As indicated below, all renewal applicants are required to provide an updated Employer Verification form).
- I remain a Member in Good Standing with the Oklahoma Bar Association.

Applicant's Signature

Date

FORMS NEEDED FOR JRJ GRANT AWARD RENEWAL

I understand that an application packet will not be considered complete unless the **original and five copies** of the following documents are submitted:

- **Application:** Read, complete, and sign the *2015-2016 Request for Renewal of JRJ Loan Repayment Application* form.
- **Proof of Employment:** Complete Section A of the *Employment Verification* form, and have your employer complete Section B of the *Employment Verification* form.
- **Proof of Loans:** Submit an [NSLDS](#) statement, as well as a *Loan Verification and Release Form* for each lender/servicer that administers or holds any of your federal student loans. The NSLDS statement must contain all of the required loan information as outlined in the *Loan Verification and Release Form*.
NOTE: If applicant has never utilized NSLDS, he or she will have to [create a FSA ID](#).
- **Service Agreement:** Complete and sign the [John R. Justice Student Loan Repayment Program \(JRJSLRP\) Service Agreement](#) form.
- **Federal Form W-9:** Read, complete, and sign the [Federal Form W-9](#).
NOTE: Applicant only needs to provide his or her name and address as individual/sole proprietor, his or her social security number in Part I, and his or her signature in Part II. Please submit page one only. (The remaining three pages are additional instructions for the applicant).
- **Vendor Form:** If applicant is not currently employed by the State of Oklahoma, please read, complete, and sign a [Vendor/Payee Form](#). Click [here](#) to view a Sample Form with Required Fields.

And **one copy** of the following:

- **Proof of Financial Information:** Submit copies of most recent federal and state tax returns for applicant and domestic partner. Include schedules but no worksheets. Financial information will be kept confidential.

Please verify current contract information:

Home Address:

Home Phone:

Work Phone:

Email:

I understand that the full application packet must be postmarked by **March 18, 2016**.

All the information on this application is true and complete to the best of my knowledge. If asked by the Oklahoma District Attorneys Council for the JRJ Grant Program, I will provide proof of the information I have given in this application.

Applicant's Signature

Date

**Oklahoma JRJ Loan Repayment Program
2015 – 2016
Employment Verification**

Section A - Release (to be completed by applicant)

Last Name: _____ First Name: _____ MI: _____
Address: _____
City: _____ State: _____ Zip Code: _____

I authorize my employer to provide the employment information requested by the Oklahoma JRJ Loan Repayment Program.

Applicant's Signature _____ Date

Section B - Employment (to be completed by employer)

The above named employee has applied for benefits from Oklahoma JRJ Loan Repayment Program. Please complete the following section and return this form to the applicant.

Job Title of Employee: _____

Date of Hire: _____

Is the applicant employed full-time (not less than 75 percent of a 40 hour work week?)

Yes No

Name of Organization: _____

Employee's assigned workstation (city/county): _____

Current Annual Salary: _____

The employment noted above satisfies which of the following requirements (check one):

- Employee prosecutes criminal or juvenile delinquency cases for the state, a local government agency, or tribal government.
- Employee is employed by a state or local unit of government (including tribal government) that prosecutes criminal or juvenile delinquency cases and provides supervision, education, or training of other persons prosecuting such cases.
- Employee legally represents, or supervises, educates or trains others who legally represent indigent persons in criminal or juvenile delinquency cases.
- Employee legally represents, or supervises, educates or trains others who legally represent indigent persons in criminal or juvenile delinquency cases for a non-profit organization operating under a contract with the state or unit of local government providing such representation.
- Employee is a full-time federal defender attorney in a defender organization pursuant to Subsection (g) of Section 3006A of Title 18, U.S. Code, which provides legal representation to indigent persons in criminal or juvenile delinquency cases.

Do you believe applicant is committed to staying employed there for a minimum of three years?

Yes No

The IRS recently determined that loan forgiveness (i.e. receipt of JRJ funds) for **most** of the JRJ qualifying student loans is not taxable income. See [JRJ Benefits IRS Tax Issue Response](#). If employer is a state agency, does Authorized Official understand the agency *may* have tax obligations if the applicant receives JRJ funding and their loan is not one of the types of JRJ qualifying student loans identified as nontaxable?

Yes No

For questions concerning employer tax implications, please contact Meagan Conway or Bud Webster at the Oklahoma District Attorneys Council (405-264-5000).

I certify that the information provided above is true and complete to the best of my knowledge and that the applicant meets the JRJ Program eligibility definition of prosecutor or public defender.

Signature of Authorized Official

Date

Printed Name: _____

Title: _____

Telephone number: _____

E-mail: _____

**Oklahoma JRJ Loan Repayment Program
2015 – 2016
Loan Verification and Release Form**

The applicant must submit a NSLDS statement for each eligible educational loan that contains the information listed below. If the statement does not contain all of the required information, the applicant should write in the rest of the information. *Incomplete statements will not be accepted.*

A. Required Loan Information

- Name of Lender
- Address of Lender
- Account Number
- Type of Loan (Federal Direct, etc.)
- Outstanding Balance
- Type of Repayment Plan
- Loan Status (current, deferral, etc.)

Loan in which you would like JRJ benefits paid to if funded: _____

Complete the release below to give permission to Oklahoma JRJ Loan Repayment Program to obtain additional information, if needed. **Make copies of the form if needed for multiple lenders.**

Release (to be completed by applicant)

Account Number: _____ Date of Birth: _____

Permanent Mailing Address: _____

City: _____ State: _____ Zip Code: _____

I authorize my lender, _____, to provide the loan information requested by Oklahoma JRJ Loan Repayment Program.

Applicant's Signature

Date