



SEPTEMBER 2023

PUBLIC SERVICE LOAN FORGIVENESS (PSLF) BEST PRACTICES

UPDATE PSLF ELIGIBILITY LETTERS,
RETAIN PSLF RECORDS, AND
IDENTIFY QUALIFYING CONTRACTORS

OFM

OFFICE OF FINANCIAL MANAGEMENT



UPDATE PSLF ELIGIBILITY LETTERS

ACTION: UPDATE PSLF ELIGIBILITY LETTERS



- Letters and linked resources incorporate recent federal rules changes, new income-driven repayment plan (SAVE) and information about IDR account adjustment
- Web and print versions available
- Second page includes information about PSLF employment certification process and optional opt-out form
- Available on the HR Professional Portal and shared with the agency PSLF Contacts

RETAIN PSLF RECORDS



WHAT PSLF RECORDS SHOULD YOU RETAIN?



There are three records that are generated for the PSLF program that agencies should retain copies of:

- The signed PSLF form,
- The optional opt-out form, which is available on the second page of the PSLF eligibility letter, and
- The agency's PSLF employment certification tracking document or system.

HOW SHOULD YOU RETAIN THESE RECORDS?



- Treat PSLF records as “category 4” data
- Retain records as per the “Benefits Enrollment and Participation” Records Retention Schedule (DAN GS 03048)
 - 6 years after separation from agency or withdrawal from participation, whichever is sooner, then destroyed
- Maintain in a secure and confidential administrative file



IDENTIFY QUALIFYING CONTRACTORS

WHICH CONTRACTORS QUALIFY FOR PSLF?



- Exception for contractors of qualifying employers
ONLY IF state laws prevent agency from direct hiring for positions or services
- Past employment from October 1, 2007, to present will count toward PSLF eligibility
- Example: Contracted Public Defense Attorneys for OPD

ACTION: IDENTIFY QUALIFYING CONTRACTORS



Identify suspected qualifying contractors



Confirm with Program AAG



Notify PSLF Policy and Performance Analyst



Begin notifying qualifying contractors of PSLF eligibility



Certify employment for PSLF as normal



FOR QUESTIONS ABOUT PSLF OR TO UPDATE PSLF DIRECTORY

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