

To: NEW EMPLOYEES

Re: Student Loan Forgiveness under the Federal Public Sector Loan Forgiveness Program (PSLF)

WELCOME TO St.LouisCounty/Arrowhead Regional Corrections:

We are glad you have chosen to join us in [brief statement about the core mission of the organization]. This memo is to let you know about a federal benefit program available to holders of Federal Direct student loans who work at public service organizations.

The Public Sector Loan Forgiveness Program (PSLF) was established by Congress in 2007 to encourage individuals to work in public service by *forgiving the remaining student loan balance of their federal Direct Loans after they have made 120 qualifying payments while employed by a qualifying employer.* St. Louis County and Arrowhead Regional Corrections are both qualifying employers.

To participate you must make 120 qualifying monthly payments:

- On a federal Direct Loan
- While employed in full-time paid work here or with another qualifying employer (or in multiple part-time positions equal to full-time for qualifying employer(s))
- Through one of the following repayment plans:
  - Pay As You Earn Repayment Plan (PAYE)
  - Revised Pay As You Earn Repayment Plan (REPAYE)
  - Income-Based Repayment Plan (IBR)
  - Income-Contingent Repayment Plan (ICR)
  - 10-year Standard Repayment Plan
- Apply for forgiveness after meeting the above requirements.

Although not required, employees are strongly encouraged to complete an annual [Employment Certification for PSLF Form](#) and submit the completed forms to [FedLoan Servicing](#), the U.S. Department of Education's federal loan servicer for the PSLF Program. FedLoan Servicing can help you track time served and confirm if you are making qualifying PSLF payments.

Contact your student loan servicer(s) to determine if you have qualifying loans and to discuss the best options for you. Additional information is also available at the [OHE website](#), and at the U.S. Department of Education website [Federal Student Aid](#).