

2016 Dates for the Student Loan Repayment Assistance Program (SLRAP)

February 16, 2016	2016-2017 SLRAP Application Available on TAJF Grants System
February 25, 2016	Submission of 2015-2016 SLRAP Third Quarter LRAP Quarterly Certification DUE
First Week of March 2016	Fourth Quarter Payment Mailed for 2015-2016 SLRAP
March 25, 2016	Deadline for SUBMITTING 2016-2017 SLRAP Application
First Week of May 2016	SLRAP Recipients for 2016-2017 Notified
May 25, 2016	Submission of 2015-2016 SLRAP Fourth Quarter LRAP Quarterly Certification DUE
First Week of June 2016	First Quarter Payment Mailed for 2016-2017 SLRAP
August 25, 2016	Submission 2016-2017 of SLRAP First Quarter LRAP Quarterly Certification DUE
First Week of September 2016	Second Quarter Payment Mailed for 2016-2017 SLRAP
September 15, 2016	2016-2017 <u>MID-YEAR</u> ¹ SLRAP Application Available on TAJF Grants System
October 15, 2016	Deadline for SUBMITTING 2016-2017 MID-YEAR SLRAP APPLICATION
November 15, 2016	SLRAP Recipients for <u>MID-YEAR</u> 2016-2017 Notified
November 23, 2016	Submission of 2016-2017 SLRAP Second Quarter LRAP Quarterly Certification DUE
First Week of December 2016	Third Quarter Payment Mailed for 2016-2017 SLRAP

SLRAP Guidelines (page 4) state: Throughout the year, TAJF will verify applicants' ongoing eligibility. Dates and LRAP Quarterly Certification deadlines are subject to change under the discretion of TAJF staff.

LRAP QUARTERLY CERTIFICATION INSTRUCTIONS:

Texas SLRAP payments are paid in advance. Recipients are to use the funds received to pay the monthly payments (3) for the upcoming quarter. To receive the quarterly check to be mailed, you must complete the **LRAP Quarterly Certification** for the preceding quarter by the end of the third month of the quarter. For example if you received a payment for June – August, you must complete the LRAP Quarterly Certification on WebGrants by the end of August in order for the second quarter payment to be timely mailed on the 1st week of September. If it is not completed, then payment will be delayed.

Steps for completing the LRAP Quarterly Certification: Log-in to **WebGrants**, select **My Grants** from the **Main Menu**, click on **Status Reports**, click on current **LRAP quarterly certification**, under Components select **LRAP quarterly certification** form, select "yes" or "no" for question 1-6 (#7 is optional to disclose pertinent information to TAJF), click **Save**, **Mark as Complete** and hit **Submit**.

LRAP Quarterly Certification

Please certify the following items by selecting 'yes' or 'no'.

1. I certify I am either a) licensed to practice law in Texas, or b) licensed in another state and employed by an immigration legal services nonprofit.

1. Attorney Licensure* ☐ Yes ☐ No

2. I am an attorney in good standing with the licensing entity.

2. Good standing* ☐ Yes ☐ No

3. I have used all of the previous loan advances toward payment of the debt as certified to in my application.

3. Loan Payments* ☐ Yes ☐ No

4. I am not in default, deferment or forbearance for any of my student debt, and I understand that the Texas Student Loan Repayment Assistance Program retains the right to request proof of loan repayment.

4. Not in default* ☐ Yes ☐ No

5. I continue to have outstanding eligible debt greater than the amount of the loan advances.

5. Eligible debt* ☐ Yes ☐ No

6. I applied for any and all other loan repayment assistance programs available to me for which I was/am eligible and I have fully disclosed such assistance in the application which serves as the basis for this LRAP loan.

6. Other LRAP* ☐ Yes ☐ No

7. Special Circumstances

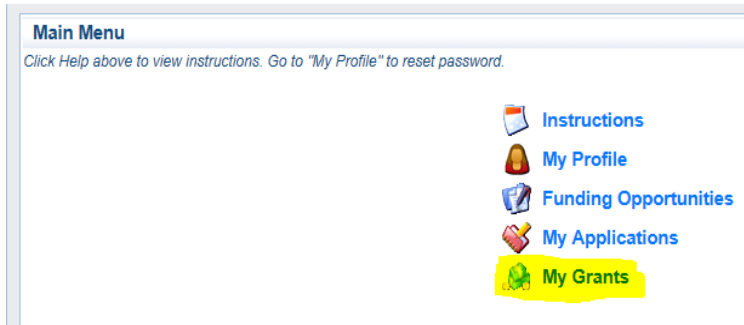
If applicable, describe any special circumstances or disclosures which may render information provided in the LRAP application changed and/or inaccurate. (character limit of 2,000)

¹ **Mid-Year** SLRAP eligibility requires that the applicant's date of employment with the qualifying organization was after the application deadline for the current SLRAP year.


Steps for Accessing & Certifying the LRAP Quarterly Certification Form

WebGrants (<https://grants.tajf.org>)

- Select **My Grants** from the **Main Menu**



- Click on **Texas Student Loan Repayment Assistance Program 2015-2016 Application**


Grant Tracking

Current Grants					Closed Grants Payments	
Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.						
ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
10072198	Underway	2015	Texas Student Loan Repayment Assistance Program - 2015-2016 Application	Loan Repayment Assistance Program (LRAP)	Lisa Melton	\$0.00
10070518	Underway	2014	Texas Student Loan Repayment Assistance Program - 2014-2015 Application	Loan Repayment Assistance Program (LRAP)	Lisa Melton	\$0.00
Total						\$0.00

- Click on **Status Reports**

Grant Components	
You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	02/05/2016
Status Reports	
Payments	
Correspondence	
Applicant Data	
Certification of School Debt	
Other LRAP Assistance	
Grant Amount	
Opportunity	-

- Click on current **LRAP quarterly certification**
- **DO NOT** select "Copy Existing Status Report"

Status Reports				Copy Existing Status Report Return to Components		
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
Test LRAP - 01	Quarterly Report	12/01/2015-02/29/2016	02/25/2016	02/04/2016	On Time	Correcting

- Under **Components**, select **LRAP Quarterly Certification Form**

Components			Preview	Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.				
Name	Complete?	Last Edited		
General Information	✓	02/05/2016		
LRAP Quarterly Certification Form for Recipients	✓	02/05/2016		

- Now you will be able to view the new LRAP quarterly certification integrated form

LRAP Quarterly Certification

Please certify the following items by selecting 'yes' or 'no'.

1. I certify I am either a) licensed to practice law in Texas, or b) licensed in another state and employed by an immigration legal services nonprofit.
1. Attorney Licensure* ☒ Yes ☐ No
2. I am an attorney in good standing with the licensing entity.
2. Good standing* ☒ Yes ☐ No
3. I have used all of the previous loan advances toward payment of the debt as certified to in my application.
3. Loan Payments* ☒ Yes ☐ No
4. I am not in default, deferment or forbearance for any of my student debt, and I understand that the Texas Student Loan Repayment Assistance Program retains the right to request proof of loan repayment.
4. Not in default* ☒ Yes ☐ No
5. I continue to have outstanding eligible debt greater than the amount of the loan advances.
5. Eligible debt* ☒ Yes ☐ No
6. I applied for any and all other loan repayment assistance programs available to me for which I was/am eligible and I have fully disclosed such assistance in the application which serves as the basis for this LRAP loan.
6. Other LRAP* ☒ Yes ☐ No




7. Special Circumstances





If applicable, describe any special circumstances or disclosures which may render information provided in the LRAP application changed and/or inaccurate. (character limit of 2,000)



Font Family



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- You will select “yes” or “no” for questions 1 – 6. On line 7 Special Circumstances, this is an optional portion where you will be able to type in up to 2,000 characters describing any special circumstances or disclose any information to TAJF.
- Once all questions have been answered, click on **Save**.
- **Mark as Complete and hit Submit**
- This will complete your quarterly certification.