**Section 590.315 Application Processing**

a) Applications shall be submitted on forms designed by the Department.

b) Upon receipt of an educational loan repayment application, the Department will determine whether the applicant is eligible to apply under the Act. If the applicant is ineligible to apply, the Department will contact the applicant in writing with the determination.

c) If the applicant is eligible to apply, the Department will determine whether the application is complete. A review will determine if all applicable criteria have been addressed and if all required materials and documentation have been submitted.

1) If the application is complete, the Department will proceed with the selection process (see Section 590.320).

2) If the application is incomplete, the Department will notify the applicant in writing and specify the items needed to deem the application complete.

d) An applicant shall document current educational loan debt owed to governmental or commercial lending institutions incurred for expenses in pursuit of the applicant's medical, nursing, or physician assistant degree. For each loan that is being submitted for consideration, the applicant shall provide: an account statement, which provides current information on a qualifying educational loan. The account statement must:

1) Be on official letterhead or other clear verification that it came from the lender;

2) Include the name and address of the borrower;

3) Include the date of the statement (date cannot be more than 30 calendar days prior to the date of application submission); and

4) Include the current outstanding balance (principal and interest) or the current payoff balance.

e) If an applicant intends to work at more than one medical facility (e.g., several satellite clinics), each location shall be in a designated shortage area in Illinois.

f) The medical facility shall agree to employ the eligible health care provider for a minimum of two years or the duration of the agreement.

(Source: Amended at 47 Ill. Reg. 6528, effective April 27, 2023)