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TO: The John Jay College Community
FROM: Keisha Pottinger-Moore, Director of Human Resources Operations
SUBJECT: Public Service Loan Forgiveness (PSLF) Certification
DATE: October 7, 2022

As you may be aware, the U.S. Department of Education has approved a temporary waiver to the Public Service Loan Forgiveness (TEPSLF) Program which expires on Oct. 31, 2022. The waiver provides flexibility that makes it easier to receive forgiveness by allowing borrowers to receive credit for past periods of repayment that would otherwise not qualify for PSLF. Also, as a result of NYS legislative changes, many more borrowers may now be eligible to participate in the PSLF Program.

An integral part of the application is the “Employer Information” and “Employer Certification” sections which must be completed and certified by your employer. To ensure that your employment is verified and the employer certification is completed timely, we ask that you follow the below steps when submitting your application form to the HR Department:

1. Complete and sign page 1 (sections 1&2) of the Public Service Loan Forgiveness (PSLF) & Temporary Expanded PSLF (TEPSLF) Certification and Application Form. **Do not include your Social Security # on the Form**
2. Email the form to Askpayroll@jjay.cuny.edu with the subject line: **PSLF Employment Verification – {Employee Name}**.

What to Expect After Your Submission

You will receive an email within one (1) business day with the completed form.

Further, the HR Department will provide, **annually**, a copy of the Public Service Loan Forgiveness (PSLF)/Temporary Expanded PSLF (TEPSLF) Certification and Application with the employer information and employment certification sections of the form already completed to:

- a. An employee who requests a public service loan forgiveness form; 2
- b. Any current employee for whom CUNY has previously certified employment and;
- c. An employee who is ending their employment with CUNY.

The partially completed form will reflect employment for the prior calendar year and may reflect longer periods of employment.

Links for More Information

- [U.S. Department of Education – Federal Student Aid – PSLF/Limited Waiver](#)

- PSLF Information Flyer
- PSLF Form
- CUNY Employee Wellness Program – The City University of New York – includes Webinar on PSLF Info.
- U.S. Department of Education Fact Sheet – <https://www.ed.gov/news/press-releases/fact-sheet-public-service-loan-forgiveness-pslf-program-overhaul>
- Biden-Harris Administration Student Debt Relief Plan Explained
- The White House Information on Public Service Loan Forgiveness