



Office of Employee Relations

KATHY HOCHUL
Governor

MICHAEL N. VOLFORTE
Director

MEMORANDUM

September 27, 2024

TO: Directors of Human Resources

FROM: Michael N. Volforte

A handwritten signature in black ink, appearing to read "M. Volforte".

SUBJECT: OER Memo 2024-14 Public Service Loan Forgiveness Program

The Office of Employee Relations (OER) is pleased to announce an awareness campaign for the federal government's Public Service Loan Forgiveness (PSLF) Program. The purpose of this campaign is to recruit and retain New York State employees by ensuring they are aware of this valuable program and its potential benefits.

The Public Service Loan Forgiveness Program is a federal Program that public service employees may participate in and have their qualifying student loans forgiven. The Program forgives the remaining balance on direct loans after employees of a qualifying program have made 120 qualifying monthly payments under an accepted repayment plan and while working full-time for an eligible employer.

As the Director of Human Resources at your agency it is important that you share information about the PSLF Program with your agency employees and during outreach to prospective employees.

To assist in these efforts, communication directives and resources are provided with this memorandum. It is expected that each agency creates a dedicated intranet site available to employees that includes the content provided in the document *PSLF Intranet Content*. In connection with this intranet site, agencies need to make sure they are communicating the contact for verification of employment for your particular agency. In addition to the site, the provided materials should be incorporated in your agency's existing communications with employees and with outreach to prospective employees, including listing the PSLF Program where State benefits are listed. The provided materials include a promotional flyer; a social media package; and a PowerPoint slide to be used in new employee orientation. Please note, the social media package will also be distributed to those responsible for social media at each agency.

It is expected that Human Resource personnel promptly review and approve requests to verify employment for their agency employees. Guidance on this process is included on the document, *Employment Verification Guidance for DHRMs*. The Office of Employee Relations does not verify employment for State employees.

Thank you for assisting in these efforts to promote the Federal Public Service Loan Forgiveness Program.

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Attachments: PSLF Intranet Content, PSLF flyer, Social Media Package, PSLF PowerPoint Slide, Employment Verification Guidance for DHRMs

cc: PSLF Coordinators