

## Sample Email for Federal Agencies to Use with Federal Grantees

### **If you are a government entity or a 501(c)(3), we need your help!**

The U.S. Department of Education has made important changes to the Public Service Loan Forgiveness (PSLF) program that will end on October 31, 2022. These temporary changes allow federal student loan borrowers to receive credit for past periods of repayment that would *otherwise not qualify for PSLF*. You can learn more about the time-limited changes (i.e., waiver) [here](#).

In short, the waiver will allow borrowers to gain additional PSLF credit regardless of their loan type, payment plan, or payment history. All borrowers are highly encouraged to apply and borrowers who previously applied should apply again!

**As a federal grantee, you are likely an eligible PSLF employer** (you can check your status [here](#)). **We need your help to ensure that all your employees are aware of this program and know what they need to do to apply.**

Here are a couple steps we are asking you to take:

(1) **If you're a 501(c)(3), make sure your Federal Employer Identification Number (Federal EIN) is accounted for in ED's database ([www.StudentAid.gov/pslf/employer-search](http://www.StudentAid.gov/pslf/employer-search))**. Ensuring that your organization's Federal EIN is in the database can help push your employees to the front of the line. If your organization is not listed or is listed incorrectly, please email [fsaengagement@ed.gov](mailto:fsaengagement@ed.gov).

(2) Use the attached **employer toolkit to promote the temporary changes to your employees and networks**. You should at the very least send out an email to all your employees telling them to apply for PSLF. The toolkit includes more information about the waiver, as well as a sample email, borrower fact sheet, and social media graphics for you to leverage.

REMEMBER: **These short-term changes end October 31, 2022. After that, normal PSLF rules will apply.**

This means that many borrowers need to submit a PSLF form and/or consolidate their non-Direct federal student loans by October 31, 2022 to get the benefit.

Thank you in advance for your help with getting this important message out to public servants across the country!

## Sample Email for State Partners to use with State Grantees

### **If you are a government entity or a 501(c)(3), we need your help!**

The U.S. Department of Education has made important changes to the Public Service Loan Forgiveness (PSLF) program that will end on October 31, 2022. These temporary changes allow federal student loan borrowers to receive credit for past periods of repayment that would *otherwise not qualify for PSLF*. You can learn more about the waiver [here](#).

In short, the waiver will allow borrowers to gain additional PSLF credit regardless of their loan type, payment plan, or payment history. **Millions of non-profit and government employees that have federal student loans and may now be eligible for loan forgiveness or additional credit due to these time-limited changes.** All borrowers are highly encouraged to apply and borrowers who previously applied should apply again!

**As a state grantee, you are likely an eligible PSLF employer (you can check your status [here](#)). We need your help to ensure that every eligible government or non-profit employee is aware of the waiver and knows what they need to do to apply.**

Here are a couple steps we are asking you to take:

- (1) **If you're a 501(c)(3), make sure your Federal Employer Identification Number (Federal EIN) is accounted for in ED's database ([www.studentaid.gov/pslf/employer-search](http://www.studentaid.gov/pslf/employer-search)).** Ensuring that your organization's Federal EIN is in the database can help push your employees to the front of the line. If your organization is not listed or is listed incorrectly, please email [fsaengagement@ed.gov](mailto:fsaengagement@ed.gov).
- (2) Use the attached **employer toolkit to promote the temporary changes to your employees and networks.** You should at the very least send out an email to all your employees telling them to apply for PSLF. The toolkit includes more information about the waiver, as well as a sample email, borrower fact sheet, and social media graphics for you to leverage.

REMEMBER: **These short-term changes end October 31, 2022. After that, normal PSLF rules will apply.** This means that many borrowers need to submit a PSLF form and/or consolidate their non-Direct federal student loans by October 31, 2022 to get the benefit.

Thank you in advance for your help with getting this important message out to public servants across the country!