



LEGAL SERVICES CORPORATION

HERBERT S. GARTEN

LOAN REPAYMENT ASSISTANCE PROGRAM

**Instructions for Completing the LSC LRAP
Renewal Application
FY 2019**

Application Deadline: Thursday, February 28th, 2019

(Updated January 2019)

Instructions for Completing the LSC LRAP Participating Attorney Renewal Form

Application Deadline: Thursday, February 28th, 2019

OVERVIEW

These instructions apply only to the completion of the application form by *renewing participants*. Before completing the application, it is critical that you read these instructions and the LSC LRAP Program Description for 2019. These materials are available at <http://www.lsc.gov/grants-grantee-resources/our-grant-programs/loan-repayment-assistance-program>.

Attorneys who have already received 36 months of LSC LRAP loans are not eligible to apply for a loan. Attorneys who have received 24 months or less of LSC LRAP loans and who had a break in employment due to a default that LSC forgave pursuant to the LRAP Program Description and who are now employed by a LSC-funded legal services program are eligible to apply for a renewal LRAP loan.

To begin the process of submitting the Renewal Form, you will need to enter the applicant ID and password you used for last year's application. This information is needed to retrieve your previously submitted data. If you do not have your applicant ID and password, contact the LRAP Coordinator at LRAPcoordinator@lsc.gov.

1. Once your applicant ID and password are entered, the form will automatically populate with the information you previously supplied to the LSC LRAP. *Be sure to review, and if necessary update, all of the information.*
2. Check all appropriate Certification boxes. **Failure to check all appropriate boxes may result in a denial of the application.**
3. Identifying your race and gender are optional. We are requesting this information for program evaluation purposes only.
4. If you receive an LRAP loan from another provider, be sure to provide the requested information in the box provided.
5. If you take part in a time limited fellowship program, be sure to provide all the requested information in the boxes provided.

SUBMITTING YOUR COMPLETED APPLICATION

Your application is not complete until the SUBMIT APPLICATION button has been clicked. When your application has been successfully submitted, you will see a screen confirming your submission. Please print this screen for your records. It is the only confirmation you will receive.

APPLICATION DUE DATE

The Renewal Application must be submitted electronically to LSC no later than **Thursday, February 28th, 2019 at 5:00 PM Eastern Time.**

Contact the LRAP Coordinator at LRAPcoordinator@lsc.gov if you have any questions regarding these instructions.