

## **New Mexico Health Service Corps Stipend Program and Requirements**

**Applicants must carefully review the requirements and understand expectations before applying.**

### **Program**

The Office of Primary Care and Rural Health (OPCRH)'s New Mexico Health Service Corps (NMHSC) Stipend Program financial assistance to eligible health professional students in the form of a stipend to support their education. In return, recipients must commit to two (2) years of full-time direct patient care and 3,200 hours, upon licensure, at an approved health clinic in a rural, medically underserved area of New Mexico. This program is intended for students who are committed to working in such communities in New Mexico.

### **Eligibility**

Applicants must meet the following criteria:

- Must be a U.S. Citizen or permanent resident;
- Must be a New Mexico resident;
- Enrolled in or accepted by an accredited or otherwise approved:
  - Medical school residency program,
  - School of nursing,
  - Physician assistant training program,
  - School of dentistry,
  - Dental hygiene program,
  - Emergency Medical Technician-Paramedic training program, or
  - Be engaged in a residency training program or preceptorship.

**Important note:** If you are currently serving a commitment with a Federal Agency, such as the National Health Service Corps or Indian Health Service, you are not eligible for the NMHSC Program due to program provisions.

### **Application Components (A-E)**

Each applicant must submit a complete application, which includes the following components (A-E) for consideration:

- A. Stipend Application (typed, not handwritten, and signed), including Appendices A and B.
- B. An acceptance report that you have been accepted for admission or are enrolled in good standing in an eligible health professions program.
- C. Recommendation Letters – three (3) letters are required.
- D. Official Academic Transcripts, Certificates, or Degree and Medical License.

- Official transcript(s) for a degree earned and from the current degree program to include courses enrolled.
- **For MDs and DOs**, you must also provide a copy of your degree and medical license.
- **For EMT-Paramedics**, you must submit an official copy of EMT-Basic/Intermediate Certification and college or advance training transcript.
- NMHSC can accept official electronic transcripts (e-transcripts) that are digitally certified and delivered by a school's authorized delivery agent, such as Parchment. Transcripts emailed by the applicant or any unauthorized delivery agent will be considered "unofficial" and will result in the application deemed ineligible.

#### E. Substitute W-9 Form.

- Complete this form in its entirety. A current and fillable PDF can be found at NM Department of Finance and Administration's Forms webpage: <https://www.nmdfa.state.nm.us/financial-control/resource-information/forms/>. Select "NM Substitute W-9" to download and save.
- For PART I: Supplier Information:
  - Under 3. Entity Type: checkmark "Individual"
  - Under 4: 1099 Reporting: Services provided to the State by vendor, checkmark "Other" and type in "Educational Stipend".
- For PART V: Optional Direct Deposit (ACH).
  - This option is recommended.
  - The address on the voided check must match the address in Part III.
  - If an applicant does not have checks, a letter from your bank/financial institution confirming your account information is accepted.
  - Without one of the two items, ACH information will not be entered, and payments will be made by paper check and mailed to the address in Part III.

**Important Note:** Submitting a W-9 Form does not guarantee a stipend will be awarded. If awarded, the contracting process and distribution of funds can be done in a timely manner.

### **Scoring and Selection Process**

The NMHSC Stipend Program is highly competitive, with the number of applicants typically exceeding the available funding each year. The selection of recipients is based on the available funds for the fiscal year.

The NMHSC Advisory Committee carefully reviews each application and assigns scores using a matrix that evaluates the following key areas:

1. **Academic Performance.** Demonstrates the ability to excel and maintain good academic standing while in school. Transcripts will be used in assessing applicants' academic performance.

2. **Commitment to Working in Rural Communities.** Demonstrates a strong commitment and motivation to provide care to rural and underserved communities; willingness to be geographically flexible; and relevant work experience and/or activities (i.e., community service, research, and internships) that have prepared the applicant to work with rural and underserved populations.
3. **Self-Recommendation Essay.** An applicant's response to the essay question aids in the review process and helps gauge an applicant's interest in their commitment to working in rural and underserved communities.
4. **Recommendation Letters.** Recommenders provide a detailed description of the applicant's performance in school; education/work achievements; community/civic or other non-academic achievements; ability to work and communicate constructively with others from diverse backgrounds; and interest and motivation to serve underserved populations through work experience, course work, special projects, research, etc.

Each evaluator will rate each area on a 1-to-5-point scale, and the scores will be averaged. To be considered for the stipend, an applicant must receive a minimum of 19 points, with a maximum possible score of 30 points.

Applicants who are selected for the award will be notified via email by the NMHSC Program Coordinator.

### **Contract and Obligation**

As a NMHSC Stipend recipient/participant, **it is a serious commitment to the rural and medically underserved citizens of New Mexico.** As a condition of receiving a stipend, the participant is declaring their intent to practice as a health professional in a rural and medically underserved area within the state of New Mexico.

### **After Receiving an Award Letter**

The NMHSC Stipend recipient/participant will work with the NMHSC Program Coordinator directly. Participants are required to review and submit a signed contract indicating their agreement to serve two (2) years of providing direct patient care and 3,200 hours at approved health clinic in a rural, medically underserved area in New Mexico.

**Defaulting on an NMHSC contract will result in a penalty of repayment of three (3) times the amount of the total stipend received, *plus* up to 18% interest per year.**  
**Per NM Statute, 7.29.2 NMAC.**

**Important note:** The state contract process, from initiation to the final stipend payment, can take several months. This may include receiving the stipend payment as late as June of the current fiscal year.

## **Steps After Receiving a Stipend and Completion of School**

- 1) Participants must contact the NMHSC Program Coordinator immediately after receiving their degree. Participants must provide a copy of their earned degree.
- 2) Participants must use and contact New Mexico Health Resources (NMHR), which assist participants in finding employment at a practice site in a rural and medically underserved area of New Mexico. Practice sites through NMHR are DOH/NMHSC-approved sites.
- 3) Once a participant has secured employment at a DOH/NMHSC-approved site, the participant is required to submit Reporting Hours to the NMHSC Program Coordinator on either a bi-weekly or monthly basis.

**Important Note:** If no position can be found after 90 days after licensure, **the participant must contact the NMHSC Program Coordinator immediately** as the participant will be at the risk of having to pay back the stipend with a possible penalty of 3 times the amount of the stipend and up to 18% interest per year.

## **How Submit an Application**

Applicants must submit a complete application packet, including items A through E, as indicated on the application form. Each applicant will receive an acknowledgment email from the NMHSC Program Coordinator confirming the receipt of their complete application packet (A-E).

- **Email** Application Components A-C to: [Eleanor.Dominguez@doh.nm.gov](mailto:Eleanor.Dominguez@doh.nm.gov)
- **Physical Mail or Hand Delivered** Application Components D-E to:

NMDOH / NM Health Service Corps  
c/o Eleanor Dominguez  
5300 Homestead Road NE, Suite 300  
Albuquerque, NM 87110

It is the applicant's responsibility to ensure that all required documents are submitted by the deadline indicated on the application form. Failure to submit a complete application packet by the deadline **will render the applicant ineligible**.

## **Program Contact**

Eleanor Dominguez  
NMHSC Program Coordinator  
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