



Office of Alcoholism and Substance Abuse Services

**Addiction Professionals Scholarship Program
Funding Application - OASAS Project No.19109**

Release Date: October 7, 2019

**Application Submission Period:
November 12, 2019 through December 9, 2019**

www.oasas.ny.gov

Table of Contents

A. Purpose	3
B. Scholarship Category and Maximum Award Amounts	3
C. Eligible Applicants.....	3
D. Employee Requirements	4
E. Expected Timeline for Key Events	5
F. Application Submission Instructions/Requirements.....	5
G. Review Criteria	5
H. Funding Restrictions	6
I. Application Due Date and Submission	6
J. Inquiries and Clarifications	6
K. OASAS Reserved Rights	7
Appendix A: Application	8
Appendix B: Eligible Educational Programs	10
Appendix C: Economic Development Zones	12
Appendix D: Professional Development Guidelines	13
Appendix E: Professional Development Program	15
Appendix F: Attestation of Funding Disbursement	16

INTRODUCTION AND BACKGROUND

A. PURPOSE

The New York State (NYS) Office of Alcoholism and Substance Abuse Services (OASAS) announces the availability of a total of \$350,000 in one-time Scholarship Funding for Addiction Professionals who are accepted into or currently enrolled in a full or part-time (1.) Master's of Social Work (MSW) or Master's of Mental Health Practitioner (MHP) program which meets licensure requirements pursuant the New York State Education Department (NYSED) OR (2.) OASAS-approved Certified Prevention Professional (CPP), Certified Alcoholism and Substance Abuse Counselor (CASAC), Credentialed Prevention Specialist (CPS), or gambling specialty designation educational programs.

The goal of the Addiction Professionals Scholarship Program is to assist OASAS-certified Providers with employee retention and professional development. The OASAS Provider must submit the application on behalf of their employee.

B. SCHOLARSHIP CATEGORY AND MAXIMUM AWARD AMOUNTS

Scholarship Category	Maximum Award Amount
(1.) MSW or MHP program, which meets NYS licensure requirements.	Maximum of up to \$30,000 (one-time award) (Up to \$15,000 per consecutive academic year beginning on or after Fall 2019.)
(2.) OASAS-approved CASAC, CPP, CPS, or gambling specialty designation program which meets OASAS credentialing requirements.	Maximum of up to \$5,000 (one-time award) Must be completed within one year of the scholarship award.

It is anticipated that at least one award per scholarship category will be made in each Economic Development Zone (EDZ) until all funds are expended; see Appendix C for a list of EDZs.

Only one application from each Applicant, per scholarship category will be accepted per EDZ. (If an Applicant submits multiple applications for the same scholarship category in the same EDZ, the first application received will be the only application accepted, and all subsequent applications will be disqualified.)

Applicants can only apply for one scholarship category per employee.

Any unawarded funds in a scholarship category may be used to make additional awards under either scholarship category in any EDZ at the sole discretion of OASAS.

C. ELIGIBLE APPLICANTS:

- Voluntary agencies that operate OASAS certified treatment programs; and
- Voluntary agencies that operate OASAS certified or funded prevention programs.

Hospitals, Local Government Units and Proprietary entities are not Eligible Applicants for this Funding Application.

Applicants are advised that OASAS may not fund an application where the Applicant is an OASAS-certified treatment provider that is not in good standing at the time an award is made.

The following definitions apply:

- ***In Good Standing:*** All eligible Applicants which are subject to a compliance rating must have a current compliance rating of partial (2 years) or substantial (3 years) compliance.
- ***OASAS Certified:*** Pursuant to Article 32 of the New York State Mental Hygiene Law, possession of operating certificate(s) issued by the OASAS Commissioner to engage in the provision of Chemical Dependence Withdrawal and Stabilization Services, Chemical Dependence Inpatient Rehabilitation Services, Chemical Dependence Residential Rehabilitation Services for Youth, Chemical Dependence Residential Services, Residential Addiction or Chemical Dependence Outpatient, Outpatient Rehabilitation and Opioid Treatment Services as defined in 14 NYCRR Parts 816, 818, 817, 819, 820 and 822, respectively.
- ***Voluntary Agencies:*** As defined in New York State Mental Hygiene Law, section 41.03 paragraph 11, a voluntary agency “means a corporation organized or existing pursuant to the not-for-profit corporation law for the purpose of providing local services.”

D. EMPLOYEE REQUIREMENTS:

To be eligible, at the time of application and upon award the Applicant must ensure that the recommended employee:

- (1) has at least one-year of employment history with the Applicant; and
- (2) is not currently on disciplinary probation or involved in any disciplinary action; and
- (3) has been accepted into or is enrolled in:
 - a. a matriculated MSW or MHP program, **which meets NYS licensure requirements** (See Appendix B); or
 - b. an OASAS approved CASAC, CPP, CPS, or gambling specialty designation education program. (See Appendix B) and
- (4) must demonstrate at least a 2.5 GPA where coursework has already been completed in a matriculated MSW or MHP program.

NOTE: All MSW or MHP programs must include addiction-specific requirements that meet the CASAC education criteria (See Appendix D for requirements information).

E. EXPECTED TIMETABLE FOR KEY EVENTS:

	DATE	TIME
Funding Application Release Date	October 7, 2019	
Deadline for Submission of Written Inquiries	October 21, 2019	
Anticipated Release of Questions & Answers by OASAS	October 28, 2019	
Beginning Date for Application Submission	November 12, 2019	
End Date for Application Submission	December 9, 2019	5:00 PM EST
Anticipated Notification of Award	January 6, 2020	

F. APPLICATION SUBMISSION REQUIREMENTS/INSTRUCTIONS:

Completed Appendix A – Application (if applying for both scholarship categories and/or multiple EDZs, separate applications must be submitted for each scholarship category in each EDZ). Note: Applicants can only apply for one scholarship category per employee.

- Complete Applicant Information section, Employee Information and Narrative sections, including the attestation that there are currently no disciplinary actions.
- Attach the following documents:
 - Proof of the employee’s acceptance/enrollment in an accredited MSW or MHP program which meets NYS licensure requirements ; or
 - Proof that the employee is in one of the following OASAS-approved programs: CASAC, CPP, CPS, or gambling specialty designation program, which meets OASAS credentialing requirements; and
 - A copy of the employee’s transcript, where applicable; and
 - Proof of the employee’s program or college tuition costs for the first semester in the form of a tuition bill (or where a tuition bill has not been issued, proof of estimated program or college tuition costs (e.g. website). Note: where the employee’s school is not on a semester basis, specify the school’s alternate academic calendar); and
 - Professional Development Plan for MSW or MHP programs (See Appendix E).

G. REVIEW CRITERIA:

- Applications will be divided by EDZ and scholarship category;
- Applications will be reviewed to verify eligibility for an award;
- Applications will be reviewed for completeness; and
- Awards will be made to the first eligible and complete application received for each scholarship type in each EDZ until all funds are expended.

H. FUNDING RESTRICTIONS:

- Awards are one-time only.
- Awards will be made for tuition only.
- Awards cannot exceed tuition costs after all other funding sources (grants and scholarships – excluding loans) have been applied.
- Funding will be provided to the Applicant who will in turn disburse to the employee. Applicant shall be required to complete and submit Appendix F to OASAS for each payment as proof of disbursement and shall include a copy of a cancelled check or proof of direct deposit.
- For approved MSW or MHP programs, where Fall 2019 is an employee's first semester/period payment will be made in accordance with the tuition bill submitted with the application. Payment of awards for semesters/period subsequent to Fall 2019 will be distributed upon submission of immediate prior semester transcript verifying at least a 2.5 GPA, proof of immediate prior semester tuition payment(s), proof of continued employment with the Applicant, proof of current semester enrollment (course schedule), and current semester tuition bill.
- For OASAS-approved programs: CASAC, CPP, CPS, or gambling specialty designation program, which meets OASAS credentialing requirements, payments for awards will be made upon submission of a tuition bill (or where a tuition bill has not been issued, proof of program or college tuition costs (e.g. website) and letter from school verifying that the employee/student is accepted into the program or in good standing, and on schedule for completion within one year.

I. APPLICATION DUE DATE AND SUBMISSION:

Applications will be accepted from November 12, 2019 through December 9, 2019, **via email only** to Procurements@oasas.ny.gov with a subject line of **“Addiction Professionals Scholarship Program – OASAS Project No. 19109”**.

Applications will **not** be accepted past 5:00 PM EST on December 9, 2019.

J. INQUIRIES AND CLARIFICATIONS:

Any questions or requests for clarification about this Funding Application must be received in writing by 5:00 PM EST on October 21, 2019 and must be submitted by email to procurements@oasas.ny.gov with a subject line **“Addiction Professionals Scholarship Program - OASAS Project No. 19109”**.

With the exception of inquiries concerning procedural application formatting or submission instructions, OASAS will not respond to inquiries on an individual basis. Written responses to all inquiries and requests for clarification received timely will be answered and posted to the OASAS website at <https://www.oasas.ny.gov/procurement> on or about October 28, 2019.

In the event it becomes necessary to clarify any portion of this Funding Application, a clarification will be posted to the OASAS website at

<https://www.oasas.ny.gov/procurement> . However, staying abreast of any changes is the sole responsibility of the Applicant.

K. OASAS RESERVED RIGHTS:

OASAS reserves the right to:

- Reject any or all applications received in response to this Requests for Funding;
- Deny an award to any Applicant who OASAS determines does not meet the criteria of a responsible vendor;
- Withdraw the Funding Application at any time, at their sole discretion;
- Make an award under this Funding Application in whole or in part;
- Make award(s) based on geographical or regional consideration to best serve the interests of the State;
- Make award(s) in a culturally competent and ethnically diverse manner as determined necessary and appropriate in the sole discretion of OASAS to best serve the interests of the State;
- Negotiate with the Successful Applicant within the scope of the Funding Application in the best interests of the State;
- Disqualify any Applicant whose conduct and/or application fails to conform to the requirements of this Funding Application;
- Seek clarifications and revisions of applications;
- Use application information obtained through site visits, management interviews and the State's investigation of an Applicant's, qualifications, experience, ability or financial standing, and any material or information submitted by the Applicant in response to the OASAS request for clarifying information in the course of evaluation and/or selection under the Funding Application;
- Amend the Funding Application to correct errors of oversights, or to supply additional information as it becomes available;
- Direct Applicants to submit application modifications addressing subsequent Funding Application amendments;
- Change any of the scheduled dates;
- Eliminate any mandatory, non-material specification that cannot be met by all the prospective Applicants;
- Waive any requirement that is not material;
- Conduct contract negotiations with the next responsible Applicant, should OASAS be unsuccessful in negotiating with a selected Applicant;
- Require correction of simple arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of Applicant's application and/or to determine compliance with the requirements of the solicitation; and
- Accept applications after the due date for submissions if OASAS, in its sole discretion, determines there is good cause shown for the delay in the submissions.

Appendix A – Application

(IF APPLYING FOR MORE THAN ONE EDZ, SEPARATE APPLICATIONS MUST BE SUBMITTED.)

(ONLY ONE APPLICATION FROM EACH APPLICANT, PER SCHOLARSHIP CATEGORY WILL BE ACCEPTED PER EDZ.)

(APPLICANTS CAN ONLY APPLY FOR ONE SCHOLARSHIP CATEGORY PER EMPLOYEE.)

APPLICANT INFORMATION:

1. Legal Name of Applicant:	
2. Economic Development Zone:	3. Applicant's OASAS Provider Number:
4. Applicant's Street Address/P.O. Box:	
5. Applicant's City/Town/Village:	6. Postal Zip Code:
7. Name of Applicant Contact Person:	8. Title of Contact:
9. Contact Telephone #:	10. Contact Email:

EMPLOYEE INFORMATION:

1. Legal Name of Employee:	2. Hire Date:
3. Employee's Position:	4. Number of Years in Position:
5. Employee's Home Street Address/P.O. Box:	
6. Employee's Home City/Town/Village:	7. Postal Zip Code:
8. Employee's Supervisor:	9. Title of Supervisor:
10. Employee's Business Telephone #:	11. Employee's Business Email:

NARRATIVE (Required): Use the expandable text boxes below for each area. No more than three paragraphs per area of information.

1. Which Scholarship Program are you applying for, and what amount are you requesting? (IF APPLYING FOR BOTH, SEPARATE APPLICATIONS MUST BE SUBMITTED.)	
Scholarship Program	Amount Requested ¹
MSW/MHP ² :	\$
CASAC/ CPP/ CPS/ Gambling Specialty Designation:	\$
2. Describe why the Applicant selected this Employee for the Scholarship.	
3. Describe how the Applicant will distribute the funds to the employee.	
4. Job Description for Selected Employee: (Please attach)	
5. Supervision Description (e.g., how/by whom will the position be supervised):	
6. Time Line for Educational Program Completion:	
I _____, hereby attest that there are currently no disciplinary actions or probationary periods for _____, the employee that we are submitting this application on behalf of.	
_____	_____
Signature and Title	Date

¹ Amount requested should reflect the costs of tuition less any other awarded grants or scholarships, excluding loans.

² Amount requested should reflect the amount the employee is eligible for over the maximum award period (4 semesters for MSW or MHP programs; one year for CASAC, CPP, CPS, or gambling specialty designation programs).

Appendix B – Eligible Educational Programs

OASAS Certificate Programs

OASAS' Approved 350 Hour Standardized Certificate Programs:

<https://webapps.oasas.ny.gov/training/providers.cfm?providerType=CASAC-350>

* OASAS Approved 250 Hour CPP Certificate Programs:

<https://webapps.oasas.ny.gov/training/providers.cfm?providerType=CPP-250>

* OASAS Approved 120 Hour CPS Certificate Programs:

<https://webapps.oasas.ny.gov/training/providers.cfm?providerType=CPS-100>

* OASAS Approved CASAC-G Programs:

<https://webapps.oasas.ny.gov/training/providers.cfm?providerType=CASAC-G-60>

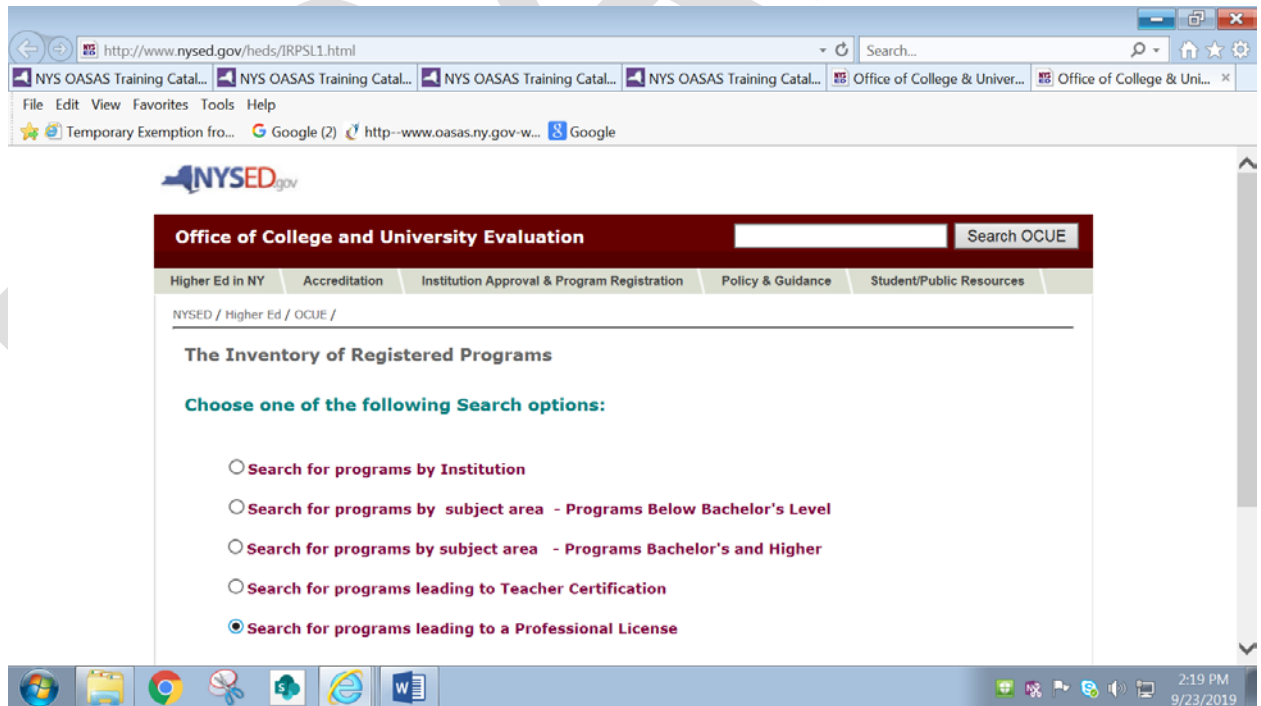
* OASAS Approved CPP/CPS-G Programs:

<https://webapps.oasas.ny.gov/training/providers.cfm?providerType=CPP-G-30>

NYSED MSW or MHP Programs (meets NYS Licensure requirements)

NYSED's Registry of Educational Programs Leading to a Professional License:

<http://www.nysed.gov/heds/IRPSL1.html> - select search for programs leading to a Professional License:



* Due to the availability of these programs, OASAS reserves the right to approve comparable programs at OASAS' sole discretion.

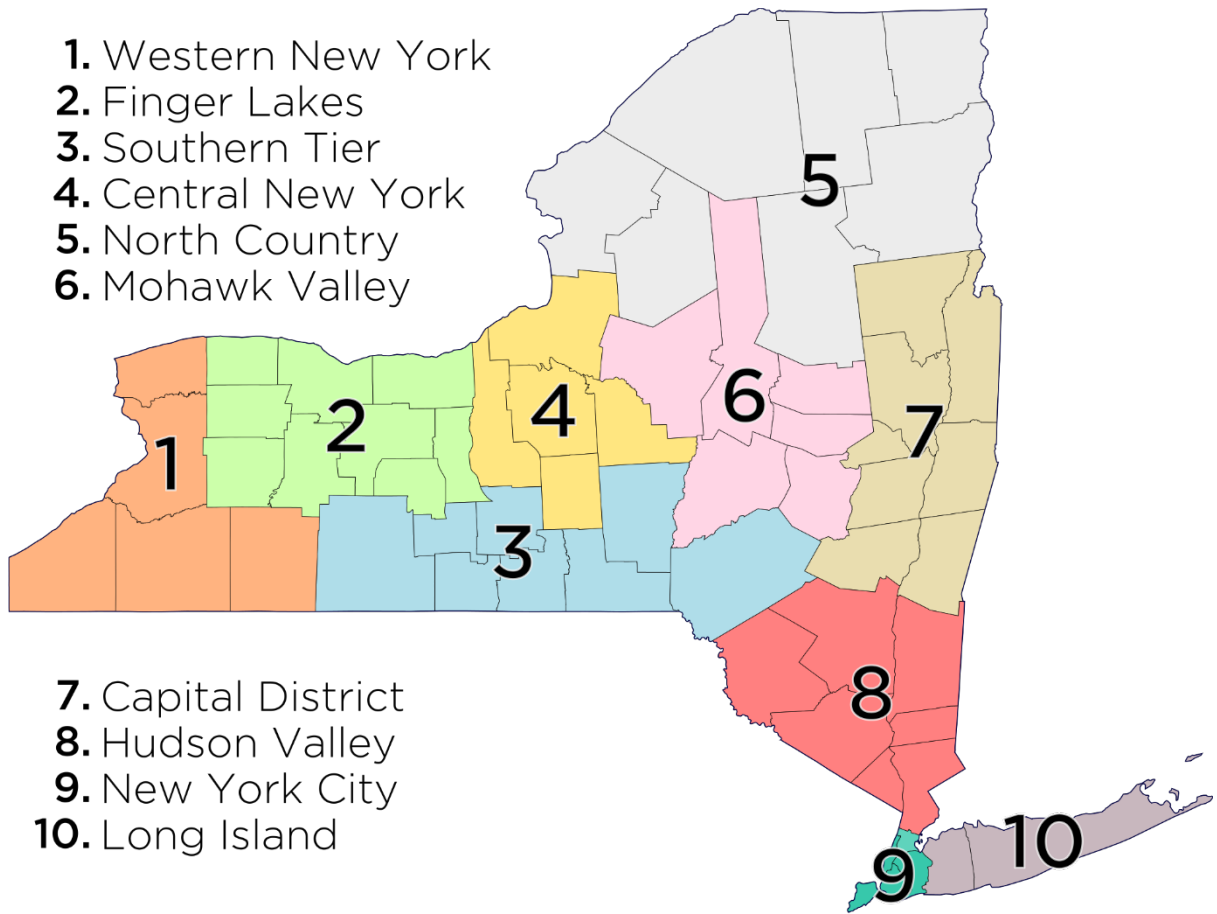
Appendix B – Eligible Educational Programs - Continued

MSW and MHP Programs accepted for scholarship applications are listed under:

**LMSW
CREATARTS THERAP
MAR/FAM THERAP
MENT HLTH COUNS
PSYCHOANALYST**

The screenshot shows a web browser window displaying the NYSED website. The address bar shows the URL <http://www.nysed.gov/coms/rp090/IRPSL1>. The page title is "Office of College and University Evaluation". Below the title is a search bar with the text "Search OCUE". The page has several navigation tabs: "Higher Ed in NY", "Accreditation", "Institution Approval & Program Registration", "Policy & Guidance", and "Student/Public Resources". The main content area is titled "Inventory of Registered Program Searches" and contains the instruction "SEARCH FOR PROGRAMS LEADING TO A PROFESSIONAL LICENSE, SELECT LICENSE". A dropdown menu is open, showing a list of professions: ACUPUNCTURIST, ACUTE CARE NP, ADULT CNS, ADULT NP, ADVANCED EMT, ANESTHESIA NP, ARCHITECT, and ATTORNEY. Below the dropdown is a "SUBMIT" button and a link that says "Back to IRP Search Page". The Windows taskbar at the bottom shows the date and time as 2:21 PM on 9/23/2019.

Appendix C – Economic Development Zones (EDZ)



Appendix D – CASAC Professional Development Plan Guidance for Master’s in Social Work (MSW) and Mental Health Practitioner (MHP) Programs

Applications for a MSW or MHP program scholarship need to indicate how they are going to fulfill the requirements for a CASAC in addition to the MSW or MHP degree. Eligible MSW or MHP programs must be listed on the NYSED website as indicated on Appendix B.

MSW or MPH Programs Approved by OASAS:

MSW or MHP programs that are approved by OASAS include specific coursework that has been approved to satisfy all 350 Hour Standardized curriculum requirements. A list of all required coursework can be viewed by clicking on the approved Master’s program on the OASAS’ website:

<https://webapps.oasas.ny.gov/training/providers.cfm?providerType=CASAC-350>

. Programs here must also be listed on the NYSED website on Appendix B to qualify for the \$15,000 per academic year award.

EXAMPLE: The courses that satisfy the CASAC 350 Hour Certificate Program for Adelphi University’s School of Social work are at this link:

<https://webapps.oasas.ny.gov/training/providers.cfm?providerType=CASAC-350&providerID=194&tcID=1>

If an employee were going to Adelphi University’s School of Social Work the Professional Development Plan would need to include all the courses listed for Adelphi on the OASAS website and indicate when they will be completed during their MSW or MHP program. The courses listed on the OASAS website for each OASAS approved MSW or MHP program satisfy all addiction specific and one-time educational requirements.

MSW or MHP programs NOT approved by OASAS:

Please review the following information and include on the professional development plan the courses the applicant will take to satisfy the requirements listed below for MSW or MHP programs **not listed** on the OASAS website but are in NYS and do meet the NYS licensure requirements for a MSW or MHP (see NYSED link on Appendix B to verify a MSW or MHP program meets the requirements for licensure).

CASAC Requirements for MSW or MHP programs not approved as 350 Hour Certificate Program by OASAS:

Generally, all of Section II and III will be completed as part of a MSW or MHP program, as well as most of Section IV. Most students will need to take 85 hours of Section I course material and the following one-time requirements:

- Section I covers the topic of “Knowledge of Substance Use Disorders” including any material related to:
 - Basic Knowledge: Physical, Psychological, and Pharmacological Effects
 - Overview of the Addictions Field
 - Knowledge of 12 Step and Mutual Aid Groups
 - Toxicology Testing/Screening

- Introduction to Diagnostic Criteria
- Diversity of Intervention and Treatment Approaches
- If an employee has previously taken courses covering Section I material, each course equals 15 clock hours per credit hour towards the 85-hour requirement. An employee may also take either an elective or required course(s) covering the above material in the current program at 15 clock hours per credit hour. If courses of that type are not available in the current program, the employee may find a provider offering the full Section I from the OASAS list of approved Education and Training Providers:
 - All Providers
<https://webapps.oasas.ny.gov/training/providers.cfm?providerType=CASA-C-SECTION>
 - Distance Learning Providers
<https://webapps.oasas.ny.gov/training/providers.cfm?providerType=DL-CASAC-350>

One-time requirements:

- 4 Hours of Nicotine/Tobacco Dependence which can be satisfied by completing the Tobacco Recovery Resource Exchange training:
<https://tobaccorecovery.oasas.ny.gov/>
- 3-Hour “Supporting Recovery with Medications for Addiction Treatment (MAT)” training:
<https://healthknowledge.org/course/search.php?search=Medication+Assisted>
- 2-Hour NYS OCFS Mandated Reporter Training
<http://www.nysmandatedreporter.org/TrainingCourses.aspx>
- 15 Hours of Ethics for SUD Counselors which can be completed in part through the “Year of Ethics...” Learning Thursday courses:
<https://www.oasas.ny.gov/training/learning-thursdays>
- ***Please note, only students in a MSW or MHP program that meets licensure requirements may complete their CASAC one-time requirements through these means. All other applicants must take a full section or complete curriculum with an approved training provider.***

Appendix E

Professional Development Program

Addiction-Specific Courses Needed to Satisfy the CASAC educational requirements

(Must be completed for all MSW and MHP Scholarship Applications - see Appendix D for guidance to complete this form)

Course Name	Provider Name	Date to be Completed	Clock Hours <small>1 college credit = 15 clock hours</small>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Appendix F
Attestation of Funding Disbursement

I _____, hereby attest that funds in the amount of \$ _____
have been distributed to _____ by on _____.

Signature of Employer

Date

Signature of Employee

Date

Attachment (Cancelled check or proof of Direct Deposit)