



Office of Addiction Services and Supports

OASAS. Every Step of the Way.

NYS OASAS Credentialing Fee Reimbursement Opportunity Announcement

The New York State Office of Addiction Services and Supports (OASAS) is pleased to announce that Substance Abuse Prevention and Treatment Technical Assistance (SAPT TA) funds have been allocated for a scholarship program for the reimbursement of credentialing fees for people who submitted and paid the fee for an initial Credentialed Alcoholism & Substance Abuse Counselor (CASAC) or Credentialed Prevention Professional/Credentialed Prevention Specialist (CPP/CPS) application, a reinstatement application or registered for the IC&RC exam. The purpose of the fee reimbursement scholarship program is to help addiction professionals enter the profession and is available for all those pursuing a CASAC-Trainee or CASAC-Provisional certificate, the CASAC and CPP/CPS. In addition, individuals interested in reinstating their credential will be reimbursed for their reinstatement application fee.

Fee reimbursements are available to anyone who paid an above-mentioned fee between September 1, 2023, through September 30, 2024, or until the scholarship funds are depleted. Once you have submitted a complete reimbursement application and the associated required documentation to the reimbursement program manager at Coordinated Care Services, Inc. (CCSI), you should receive a check in approximately 30 days. Incomplete applications will be returned; however, you may resubmit your application with complete information.

Funds are limited and therefore, not guaranteed, so please submit your reimbursement application and related documentation as soon as possible.



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APPLICATION OVERVIEW

The New York State Office of Addiction Services and Supports (OASAS) is committed to enhancing the quality of services in New York State through the professional development of the substance use disorder (SUD) services workforce. To assist the entry into the workforce of qualified addiction counselors for SUD programs, fee reimbursements scholarships are available from September 1, 2023 through September 30, 2024.

All applications along with materials must be submitted to either credentialingapplications@ccsi.org or the following address and be received no later than September 30, 2024, at 5:00 pm.

**Attn: Credentialing Applications
Coordinated Care Services, Inc. (CCSI)
1099 Jay Street
Building J
Rochester, NY 14611**

**Please do not send applications to OASAS.
Incomplete applications will be returned.**

A full description of the fee scholarship reimbursement program can be found at <https://www.oasas.ny.gov/sapt-ta-fee-scholarship-reimbursement-announcement-and-application>.

APPLICATION SUBMISSION REQUIREMENTS

The following documents must be submitted with this completed and signed application:

1. This application
2. Most recent Form W-9 (download the W-9 form here [Form W-9 \(Rev. October 2018\) \(irs.gov\)](https://www.irs.gov/forms-1040/2018-w-9)). (Please **do not** send your most recent W-2.)
3. Proof of payment email or letter from OASAS. (You may attach a copy of the check or money or order, but it is not necessary.) Proof of payment examples and other sample forms can be accessed using the following links:

[Email Notification of SAPT TA Eligibility](#)

[Email Notification of Application Receipt](#)

[IC&RC Exam Registration Confirmation Letter](#)

[Payment Gateway Receipt Sample](#) (available approximately April 15, 2024)

[Sample Completed IRS W-9 Form](#)

[Frequently Asked Questions](#)



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APPLICATION

PERSONAL INFORMATION – PLEASE PRINT CLEARLY			
LAST NAME: _____		FIRST NAME: _____ MI: _____	
SOCIAL SECURITY NUMBER (LAST 4): _____ (Must match number on your accompanying signed W-9 Form)			
DATE OF BIRTH: _____		(MM/DD/YYYY)	
MONTH	DAY	YEAR	
MAILING ADDRESS: _____		APT # _____	
STREET ADDRESS			
_____	_____	_____	_____
City/Town/Village	State	Zip Code	Country of Residence
HOME TELEPHONE NUMBER: _____		CELL PHONE NUMBER: _____	
EMAIL ADDRESS: _____			