



OSEP PDPDCS: SCHOLAR'S NOTICE OF INTENT

What is the Notice of Intent question?

A new question has been added to the scholar record within the PDPDCS to provide information to OSEP on how and when a scholar plans to fulfill their obligation for the scholarship support received under an OSEP personnel preparation grant. Scholars can update their responses to this question at any time.

How does it work?

Once a scholar graduates, completes their OSEP-funded program, or exits the program before completion, the Notice of Intent question will be visible on their scholar record within the PDPDCS. Upon logging in, scholars will see a yellow banner at the top of the page as a reminder to respond. Scholars can respond to the question by either clicking "here" in the yellow banner or scrolling down to Section E: Service Obligation Status.

Notice of Intent (MUST BE COMPLETED WITHIN 30 DAYS OF PROGRAM EXIT) - Click here to indicate your intent to complete the service obligation or monetary repayment requirement. Please continue to update your selection every 6 months or as needed until your obligation is fulfilled.

Scholars must respond to one of the four options, some of which include additional sub-bullets that must also be selected. After selecting an option, scholars must click **Submit Grant** to ensure their responses are recorded.

Scholars who have completed or exited prior to completion of their program, but do not see this question, should reach out to their project director or the [PDPDCS Help Desk](#) to verify the accuracy of their scholar record status.

Which options can scholars select from?

The following image is a screenshot of the available options for scholars to select from. These are explained in detail on the next several pages.

Notice of Intent [MUST BE COMPLETED WITHIN 30 DAYS OF PROGRAM COMPLETION]

Select one option below to indicate your intent to complete the service obligation or monetary repayment requirement. Please continue to update your selection every 6 months or as needed until your obligation is fulfilled.

- ☐ **I have graduated and/or completed at least one academic year of my program and will fulfill my obligation through service.**

I understand by selecting this option I agree to report my employment information in Section F., every 6 months until my service obligation has been fulfilled.

- ☐ **I am not currently fulfilling my obligation through service.**

I understand that if the PDPDCS does not receive regular employment submissions, I will be referred to the U.S. Department of Education for monetary repayment. I have reviewed PDPDCS FAQ 22.

- ☐ **I am submitting a deferral or exception request.**

I understand by selecting this option, I will need to provide the information in Section G. below. I have reviewed PDPDCS FAQs 24-26.

- ☐ **I elect to repay my obligation through monetary repayment.**

I understand by selecting this option, I am electing to enter monetary repayment. Subsequently, I will be referred to the U.S. Department of Education's Accounts Receivable Bank Management Division (ARBMD) for processing.

Submit Grant

When should scholars update or change their response?

Scholars are required to **submit a response to the question every six months** until their obligation is fulfilled, unless they have received a deferral, exception/waiver, or are in repayment. If a scholar does not wish to change their response, they can simply click **Submit Grant** on their scholar record without needing to select a new option.

If a scholar wishes to change their response for any reason, they can do so at any time—there's no need to wait six months to make this update.

What do each of the response options mean and what happens if they are selected?

I have graduated and/or completed at least one academic year of my program and will fulfill my obligation through service. I understand by selecting this option I agree to report my employment information in Section F. and have it verified, every 6 months until my service obligation has been fulfilled.

Selecting the first option indicates that the scholar is either currently fulfilling their obligation through service or intends to do so within the near future. There are four sub-questions that accompany this response:

- I have submitted employment, and it has been verified.¹
- My current employment has not been verified by my employer. I will follow up with my employer or resubmit the record if it has been over 30 days since the date of submission.
- I have accepted an offer of employment that meets the criteria for eligible employment outlined in [PDPDCS FAQ 8](#). I will submit that employment in the PDPDCS once my employment begins.
- I have not yet submitted my current employment but will do so in the next 30 days. I understand that if the PDPDCS does not receive regular employment status reports, I will be referred for repayment. I have reviewed [PDPDCS FAQ 22](#).

I am not currently fulfilling my obligation through service. I understand that if the PDPDCS does not receive regular employment submissions, I will be referred to the U.S. Department of Education for monetary repayment. I have reviewed [PDPDCS FAQ 22](#).

Selecting the second option indicates that the scholar is using their grace period.

Scholars that have not yet obtained eligible employment but are actively searching should select “I am unable to obtain eligible employment that meets the service obligation requirements that:” and then select one reason. If there are multiple reasons, please choose the one that feels most appropriate.

- I am unable to obtain eligible employment that meets the service obligation requirements that:
 - is within my geographical area.
 - is within my program training area.
 - meets my personal financial needs.
 - meets the criteria for providing **direct service** to at least 51% of infants, toddlers, and children receiving special education, related services, or early intervention services, or meets the criteria to spend at least 51% of my time providing special education, related services, or early intervention services to infants, toddlers, and children with disabilities.

¹ This option is automatically selected for scholars who have submitted a current employment record within the last 6 months, **and it has been verified**.

- meets the criteria for providing **indirect service** related to my training area for at least 51% of my time performing the work.

Scholars that are utilizing their grace period but intend to fulfill their obligation through service in the future should select from the remaining two options.

- Personal or health reasons (temporary).
- Other (text box provided).

I am submitting a deferral or exception request. I understand by selecting this option, I will need to provide the information in Section G. below. I have reviewed [PDPDCS FAQs 24-26](#).

Scholars intending to submit a deferral or exception request should select this option. Supporting documentation is required for a scholar to be granted a deferral or exception. Scholars may be eligible to receive a deferral if they are:

1. Engaging in a full-time course of study at an institution of higher education,
2. Serving on active duty as a member of the armed services of the United States,
3. Serving as a volunteer under the Peace Corps Act; or
4. Service as a full-time volunteer under Title I of the Domestic Volunteer Service Act of 1973.

Evidence to support a deferral request must include official documentation from the appropriate entity, such as an Institution of Higher Education (IHE), the armed services, or volunteer organization.

Scholars may be eligible to receive a waiver (for an exception) if they:

1. Are unable to continue the course of study or perform the service obligation because of a permanent disability; or
2. Have died.

Evidence to support a waiver request must contain official documentation, such as a statement from a medical professional or a death certificate, as appropriate.

Upon clicking **Submit Grant**, scholars will be taken to the Deferral/Exception Requests page (also available in Section G. Deferrals and Exceptions) to submit their request and supporting documentation.

I elect to repay my obligation through monetary repayment. I understand by selecting this option, I am electing to enter monetary repayment. Subsequently, I will be referred to the U.S. Department of Education's Accounts Receivable Bank Management Division (ARBMD) for processing.

Scholars that are planning to fulfill their obligation through monetary repayment should select this option. They must also agree with all of the following statements to proceed.

- ☐ I certify that my contact information outlined in Sections A through C is accurate.
- ☐ I understand that ARBMD will act as the Secretary's agent to collect the funds owed. ARBMD staff will forward my account to a third-party billing company, the Centralized Receivables Service (CRS); who will establish billing and generate a formal request for payment by mail to my primary address on file in the PDPDCS.
- ☐ I understand that the request for payment generated by CRS will include instructions for where and how to remit payment. In addition, if needed, CRS will include information on how to request a payment plan if I am unable to pay the full amount in a single payment.

Upon clicking **Submit Grant**, an email is sent to the OSEP PDPDCS referrals team to notify them of the scholar's request.



More Questions?

If you have any questions about this document or other PDPDCS processes, please contact the Help Desk at serviceobligation@ed.gov or 1-800-285-6276. The Help Desk is staffed Monday–Friday, 8 am–8 pm ET.