

# THANK YOU!

For wanting to be part of the Behavioral Health Fellowship Program!

This quick guide will assist you in applying to the BH Fellowship Program.



**Fellows**  
Make a Difference.

Allegheny County Department of Human Services

### Step 1: Prepare to Apply

Before you begin to complete the online application, prepare your required supporting documentation.

- For Existing Staff applying to Cohort #1 –
  - Obtain your most recent employee performance evaluation
- For ALL Applicants –
  - Obtain a copy of your school transcript (it can be an unofficial copy)
  - Update your resume
  - Gather your [qualifying educational loan](#) information and related documentation
  - Select your one (1) recommender and obtain their email contact information
  - Write your responses to the two (2) required essay questions

### Step 2: Complete the online application

Access the online application by going to the BH Fellows landing page on the Allegheny County Department of Human Services website and clicking “[Apply Now.](#)” Complete the following online application sections:

- General Information
- Cohort Applying to
  - COHORT 1 for Current Staff - Application Due Date: March 31, 2023
  - COHORT 2 for New-Hire Staff – Application Due Date: May 7, 2023
- Which BH Fellows award contract are you applying for
- Education Information
- Background/Demographic Information
- Employment in a [Program-Eligible Role](#)

### Step 3: Upload required supporting documentation.

Upload the following required documents in response to the prompts in the online application

- Authorization to Release Information
- Most Recent Employee Performance Evaluation (for existing staff applicants)
- Transcript (can be an unofficial copy)
- Resume/CV
- Loan Information and [Documentation](#)
- Recommendation Letter
- Required Essay Responses

### Step 4: Click “Submit”

- Applicants will receive an “Application Submitted Successfully” confirmation email once the application has been successfully submitted via the online portal.
- The application review process will take approximately 4-6 weeks.
- Applicants selected for a BH Fellows award will receive a confirmation of interest email.
- Once notified, applicants can choose to accept or decline the BH Fellows award.
- All Applicants, whether selected for an award or not, will be notified of the decision before the start of the cohort the applicant applied to join.

**Table of BH Fellows Program-Eligible Staff Roles:** in the online application, you will be asked to specify which of the following roles you intend to apply to so you can receive credit for your required two years of service (you do not need to have obtained employment in one of these roles before submitting your BH Fellows application):

Level of Care/Target Service Area	Eligible Staff Roles <sup>1</sup>
Blended Service Coordination	<ul style="list-style-type: none"> <li>• <b>Service Coordinator</b> (Bachelor's degree) with no experience</li> <li>• <b>Service Coordinator</b> (Master's degree) with no experience</li> <li>• <b>Service Coordinator Supervisor</b> <ul style="list-style-type: none"> <li>o Bachelor's degree with 5 years direct care experience, 2 of which include supervisory experience</li> <li>o Master's degree in related field with 3 years direct care experience</li> </ul> </li> </ul>
Family Based Mental Health	<ul style="list-style-type: none"> <li>• <b>Bachelor's Level Clinician</b> with 1 year relevant experience</li> <li>• <b>Master's Level Clinician</b> with 2 years relevant experience</li> <li>• <b>Supervisor</b> – Bachelor's degree with 3 years relevant experience</li> </ul>
Crisis Services	<ul style="list-style-type: none"> <li>• <b>Peer Support</b> – HS equivalency + willingness to share recovery journey with consumers</li> <li>• <b>Associate Clinician</b> - Bachelor's Degree with no experience</li> <li>• <b>Clinician I</b> - Bachelor's degree with 2 years clinical experience – or – Master's degree with no experience</li> <li>• <b>Clinician II</b> - Bachelor's degree with 2 years mental health direct care experience (1 yr in crisis) – OR – Master's degree with 1-year mental health direct care experience</li> <li>• <b>Clinician III</b> – Bachelor's degree with 3-4 years' crisis experience – OR – Master's degree and 3 years' experience</li> <li>• <b>Clinical Supervisor</b> – Master's degree and 4-5 years' experience, supervisory experience</li> </ul>

<p><b>Child RTF (Short-term) – Diversion and Acute Stabilization</b></p>	<ul style="list-style-type: none"> <li>• Nurse</li> <li>• Master’s level clinician</li> <li>• Bachelor’s level</li> <li>• Milieu Staff</li> </ul>
<p><b>Targeted Case Management – SUD</b></p>	<ul style="list-style-type: none"> <li>• Case Manager (Bachelor’s)</li> <li>• Case Manager (Master’s)</li> <li>• <b>Case Manager Supervisor</b> <ul style="list-style-type: none"> <li>o Master’s degree with 3 years relevant experience</li> <li>o Bachelor’s degree with 5 years relevant experience, 2 of which include supervisory experience</li> </ul> </li> </ul>
<p><b>IDDT</b></p>	<ul style="list-style-type: none"> <li>• <b>Nurse</b> <ul style="list-style-type: none"> <li>o Master’s degree from accredited nursing program + 6 mo experience</li> </ul> </li> <li>• <b>Program Manager</b> <ul style="list-style-type: none"> <li>o Master’s degree with 4 yrs relevant experience -or- Bachelor’s degree in related field with 5 years relevant experience and a certificate and a certificate in co-occurring disorders within 6 mo. of hiring</li> </ul> </li> <li>• <b>Team Leader/Master’s Level Clinician</b> <ul style="list-style-type: none"> <li>o Master’s degree in related field and 2 years exp working with co-occurring disorders and 2 yrs program administration experience</li> </ul> </li> <li>• <b>Vocational Specialist/Clinician</b> <ul style="list-style-type: none"> <li>o Master’s degree and 1 year experience -or- Bachelor’s degree and 3 years experience</li> </ul> </li> </ul>

---

<sup>1</sup>These staff qualifications are based on minimum staff requirements provided in Pennsylvania regulations.

- **Peer Specialist**
  - o High school equivalency and 4 years paid direct care experience -or- bachelor's degree and 1 year experience
  - o Per state regulation, candidate must identify self as a person who has received or is receiving services for a serious mental illness or co-occurring disorder and be willing to share personal recovery journey and experiences with consumers

## Information on Qualifying and Non-Qualifying Educational Loans

**Qualifying Educational Loans** - Include government and private (commercial) loans for actual costs paid for tuition and reasonable educational and living expenses incurred while attending school where the applicant obtained a bachelor's or master's degree. Additionally, participants will only receive funds for repayment of outstanding qualifying educational loans that have a current balance.

**Non-Qualifying Loans** - Include but are not limited to:

- Loans for which the applicant incurred a service obligation that will not be satisfied by the BH Fellows application deadline.
- Loans obtained for training in vocational school.
- Loans obtained from family members, lenders, or other entities that are not subject to federal or state examination and supervision as lenders.
- If an applicant's qualifying educational loan is consolidated/refinanced with ineligible non-qualifying debt (such as loans obtained for a Ph. D. or J.D.) or loans of another individual, the entire consolidated/refinanced loan is ineligible.
- Parent loans (and all loans made to parents).
- Credit card debt or personal lines of credit.
- Perkins Loans (unless the applicant can provide documentation as indicated in the instructions for supporting documents that such loans are not subject to cancellation).
- Loans that are paid in full.

### **Consolidated Educational Loans**

An applicant may consolidate or refinance loans before the application deadline provided the individual submits the loan documentation for the consolidated or refinanced loans as part of the required supporting documents component of the online application. If the loan documentation is not included with the application by the deadline, the consolidated or refinanced loan(s) will not be considered for loan repayment. The original loan dates for the consolidated or refinanced loans must coincide with the time period of the applicant's qualifying education for a bachelor's or master's degree. The consolidated/refinanced loans must be from a government (federal, state, or local) or private commercial lender and must include only the qualifying educational loans of the applicant.

## Required Loan Documentation

### Required Loan Documentation:

Please provide the loan documentation as described here for each loan type.

1. **Federal Loans:** Applicants must provide a complete copy, electronically uploaded in PDF format, of their Official Student Aid Report with no missing pages, which summarizes all the information provided on the FAFSA. SARs received from institutions other than the Department of Education will not be accepted, and failure to provide an Official SAR if requesting repayment of a federal loan will make an application ineligible. The SAR will contain the applicant's Expected Family Contribution (EFC), the number used in determining eligibility for federal student aid. The EFC must appear in the upper portion of a paper or electronic SAR.
  - a. The BH Fellows Program will deem partial or expired SAR submissions as incomplete and the application will be rejected. The BH Fellows program only accepts official SARs; any other type of document will make the applicant ineligible. Information on how to obtain your official SAR can be found at [How do I view my Student Aid Report \(SAR\)](https://studentaid.gov/help/view-sar) (<https://studentaid.gov/help/view-sar>).
2. **Individual Private (Commercial) Loans:** Applicants must provide:
  - a. Disbursement Report(s) from the lender, showing the loan type, original loan amount, and original loan date; must have the applicant's name and account numbers. Participants may need to submit more than one type of Disbursement Report per loan to meet these requirements; and
  - b. The most recent Account Statement for each loan showing the current balance, lender's name, account number, and applicant's name (call or visit the lender's website to obtain).
3. **Individual Private (Commercial) Loans:** Applicants must provide Disbursement Report(s) clearly showing that all the loans that were consolidated had the applicant's name on the loan documentation.
  - a. A letter directly from the lender containing the required loan information is acceptable.
  - b. Each loan must have its original loan amount and the original loan date indicated; and
  - c. Submit the most recent Account Statement for the consolidation showing the current balance, lender's name, account number, and applicant's name (call or visit the lender's website); and
  - d. Submit the original loan application document.

4. **Consolidated Private (Commercial) Loans:**

Please provide your Disbursement Report(s) clearly showing that all the loans that were consolidated had the applicant's name on the loan documentation.

A letter directly from the lender containing the required loan information is acceptable

Each loan must have its original loan amount and the original loan date indicated

5. **Perkins Loans**

- a. Please provide Disbursement Report(s) from the lender showing the applicant's name,

- loan type, original loan amount, and original loan date. Participants may need to submit more than one type of disbursement report per loan to meet these requirements.
- b. Please submit the most recent Account Statement for the consolidation showing the current balance, lender's name, account number, and applicant's name (call or visit the lender's website to obtain).
  - c. Please submit Documentation from the school showing that the loans are not subject to cancellation under 34 CFR Part 674; **OR**
  - d. documentation from the current lender indicating that the Perkins Loans were consolidated and paid off.
  - e. Perkins Loans that are subject to cancellation are not eligible for BH Fellows repayment.



Allegheny County Department of Human Services



Allegheny County  
Department of  
Human Services

