FACTORS FOR CONSIDERATION OF FEE REDUCTION OR WAIVER REQUEST

☐ **Hardship:**

If you feel your fees need to be waived or reduced, you must bring the following items to your probation officer so that an evaluation concerning a hardship can be made:

_____ All of your monthly utility bills

_____ A current rent or mortgage statement

_____ Any other miscellaneous bills you may have (credit cards, etc.)

_____ A current check stub along with proof of other income that you receive such as SSI/disability, retirement, child support, alimony, AFDC, income of spouse/significant other, etc.

_____ Any other documents/information that you think may prove helpful in this decision (number of dependents)

_____ Documentation of health/mental disability

☐ **Incentive:**

Request made for reduction of waiver of fees due to: _____

_____

Fees will remain at $_____per month until you provide this material and your individual case is considered.

You will be notified of the decision once the evaluation has been made. This decision is not final and may be changed at officer's discretion based upon changes in your individual situation.

If your fees are **temporarily** waived or reduced, your case will be reviewed every 90 days.

Recommended Waiver or Reduction:

$ _____ a month beginning _____ (circle one) for 90 days permanent

Incentive waiver in the amount of $ _____

Approved: _____

Denied: _____

Comment::

_____

Supervising Officer	Date	Team Supervisor	Date
Assistant District Supervisor	Date	District Supervisor	Date

Original - File
1st Copy - Restitution/Accounting
2nd Copy - Offender