



Immigration and Legal Services
125 Market Street
Hartford, CT 06103
(860) 548-0059
(860) 549-8697 Fax

FEE WAIVER AND SLIDING FEE SCALE

We at Catholic Charities Archdiocese of Hartford are dedicated in providing affordable, quality services to all and in doing so, understand the financial burdens some families face. Should we determine that based on your current income, you may qualify for a decrease in fees or a full fee waiver; we will make the recommendation to our supervisor. The supervisor will review the file within two business days and will determine whether or not she/he agrees with our recommendation.

If the event the supervisor agrees with our recommendation, you will need to complete and sign the bottom portion of this form. If you were approved for a decrease in fees, those amounts will be determined using the attached fee schedule based on the 200__ Federal Poverty Income Guidelines.

NOTE: Approval for a fee waiver or a decrease in fees is service specific meaning that the waiver or decrease in fee is only for a specified service. Additional services will require further approval.

Catholic Charities has agreed to ____ (Waive) ____ (Decrease to \$_____) the fees for the following service/s:

I understand that I will have to provide Catholic Charities with updated income information at their request to ensure that I continue to qualify for the above mentioned waiver or decrease. I further understand that if my income increases, I no longer qualify for the above mentioned fee waiver and will be required to pay the fee in its entirety.

Client signature

Date

Catholic Charities representative

Date

Supervisor approval signature

Date Approved