TEMPORARY PROTECTED STATUS (TPS)*

By the Immigrant Legal Resource Center (ILRC) March 21, 2010

CHAPTER 1

DESCRIPTION OF TEMPORARY PROTECTED STATUS

1.1 Introduction and General TPS Provisions

Chapter 1 of this guide describes the **statutory and regulatory provisions** regarding TPS. **Chapter 2** provides information and online resources regarding the current **TPS designation for Haiti**.

This guide was originally published in May 1999. We have very quickly written this **updated version** in March 2010 because practitioners need a guide NOW to assist Haitians applying under the TPS designation made on January 15, 2010. This updated version generally does not include post-1999 updates of case law or of DHS memoranda.

Congress, via the Immigration Act of 1990, created Temporary Protected Status (TPS) so that persons from countries affected by civil strife or natural disaster may remain lawfully, though temporarily, in the U.S.

Under the following circumstances, the attorney general may designate a country (or part of a country) as one whose nationals or habitual residents¹ may be granted TPS:

- 1. Where the attorney general finds that ongoing armed conflict in the country would seriously threaten the personal safety of persons forced to return there; *or*
- 2. Where the attorney general finds that an environmental disaster has caused a substantial temporary disruption of living conditions in the country; the country cannot handle the return of its nationals (and former residents); and it has officially requested a TPS designation; *or*
- 3. Where the attorney general finds that extraordinary and temporary conditions in the country prevent safe return there, unless permitting those persons to remain temporarily in the U.S. is contrary to the national interest.²
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- 1 Aliens lacking a nationality qualify for TPS if they last habitually resided in a TPS-designated state. INA 244(c)(1)(A), 8 U.S.C.

The attorney general must publish TPS designations in the Federal Register and the notice must specify the date on which the TPS program for each country takes effect.³ The initial designation period may be for no less than 6 months and no more than 18 months.⁴ The attorney general must review the designation at least 60 days before it expires. At the end of the initial period, the designation may be terminated or extended by notice published in the Federal Register.⁵ Typically, only persons who registered for TPS during the initial period are eligible for extension. However, certain individuals who were in other status during the initial registration period may file for "late registration" within 60 days after their prior status expires.⁶

It is completely within the attorney general's discretion whether to designate a country as one whose nationals, or persons who last habitually resided there, qualify for TPS, and whether to extend the designation; courts may not review such decisions.⁷ (The only non-discretionary TPS grant was where Congress mandated a TPS program for persons from El Salvador lasting from January 1, 1991 to June 30, 1992.⁸)

Eligible aliens who are in a valid nonimmigrant or other immigration status at the time of TPS designation do not forfeit or relinquish that status.⁹ Moreover, for adjustment of status purposes, TPS grantees are deemed to be maintaining lawful status as nonimmigrants.¹⁰

The legacy INS and now the Department of Homeland Security (DHS) have stated that this provision does not annul INA § 245(a), 8 U.S.C. § 1255(a), which requires that adjustment applicants have been inspected and admitted or paroled into the U.S. Under this interpretation, TPS grantees who initially entered the U.S. without inspection could not adjust status unless they subsequently left the U.S. and on return were admitted or paroled.¹¹ The INS also stated that TPS grantees who initially entered without inspection, and who then traveled abroad and returned under advance parole after their TPS grant, may be barred from adjustment under INA § 245(c), 8 U.S.C. § 1255(c) which bars adjustment for aliens who failed to maintain lawful status since their U.S. entry date (except for special immigrants or the immediate relatives of citizens).¹² We have not reviewed the current DHS position on this issue.

² INA § 244(b)(1)(C), 8 U.S.C. § 1254(b)(1)(C).

³ INA § 244(b)(2), 8 U.S.C. § 1254(b)(2).

⁴ INA § 244(b)(2)(B).

⁵ INA § 244(b)(3)(A), 8 U.S.C. § 1254(b)(3).

⁶ 8 C.F.R. § 244.2(f)(2) and (g).

⁷ INA § 244(b)(5)(A), 8 U.S.C. § 1254(b)(5)(A).

⁸ Immigration Act of 1990, § 303. See Appendix 2-D.

⁹ INA § 244(a)(5), 8 U.S.C. § 1254(a)(5).

¹⁰ INA § 244(f)(4), 8 U.S.C. § 1254(f)(4).

¹¹ INS General Counsel Op. 91-27 (Mar. 4, 1991), *reprinted at* 68 INTERPRETER RELEASES 483–86 (Apr. 22, 1991). Subsequent DHS memos, not cited here, have reaffirmed this position.

¹² Memorandum HQ 245-C, 243.69-P (Aug. 10, 1993), *reprinted in* 70 INTERPRETER RELEASES 1115–19 (Aug. 23, 1993).

The INS initially stated that TPS grantees returning to the U.S. with advance parole would be paroled in and then placed in exclusion proceedings after their TPS expired. However, Congress later provided that such TPS grantees, if non-excludable, must be inspected and *admitted* rather than paroled in.¹³

DHS must provide prompt notice of TPS designation to all TPS-eligible noncitizens who are in removal proceedings.¹⁴

TPS grantees enjoy immigration- and employment-related benefits, but they are ineligible for many public benefits because they are not "permanently residing in the U.S. under color of law."¹⁵

Implementation of a TPS program is the responsibility of U.S. Citizenship and Immigration Services (USCIS), which is part of the Department of Homeland Security (DHS). Unless otherwise specified, subsequent references to TPS implementation implicate DHS action.

1.2 Eligibility and Application Procedures

To be eligible for TPS, aliens who are nationals or habitual residents of a designated country must meet the following requirements:

- 1. Continuous physical presence in the U.S. since the effective date of that country's latest TPS designation.
- 2. Continuous residence in the U.S. since such date as the attorney general may designate. (The attorney general may establish a date earlier than the TPS designation date.)
- 3. Admissibility as immigrants.
- 4. No prior commission of certain crimes or other crime-related conduct (discussed below).¹⁶

Brief, casual and innocent absences, even if unauthorized, do not interrupt continuous physical presence.¹⁷ Also, such absences, as well as brief absences "required by emergency or extenuating circumstances" beyond the person's control, do not interrupt continuous residence.¹⁸ Further, a person who travels more extensively with advance parole and returns within the approved time frame has maintained continuous physical presence. (Would-be travelers should still be extremely cautious, as three- and ten-year bars to admission may apply if one has accrued unlawful presence in the U.S.)¹⁹

¹³ Miscellaneous and Technical Immigration and Naturalization Amendments of 1991, Pub. L. No. 102-232, § 304, 105 Stat. 1733 (Dec. 12, 1991).

¹⁴ INA § 244(a)(3), 8 U.S.C. § 1254(a)(3).

¹⁵ INA § 244(f), 8 U.S.C. § 1254(f).

¹⁶ INA § 244(c)(2)(B)(i), 8 U.S.C. § 1254(c)(1)(A).

¹⁷ INA § 244(c)(4)(A), 8 U.S.C. § 1254(c)(4)(A).

¹⁸ INA § 244(c)(4)(B), 8 U.S.C. § 1254(c)(4)(B).

¹⁹ INA § 212(a)(9)(B)(i)(I) & (II)

Inadmissibility Grounds — Waivable and Non-Waivable:

Although TPS applicants must be admissible as immigrants, some inadmissibility grounds do not apply to them (such as those pertaining to Public Charge, Labor Certification, Unqualified Physicians and Documentation requirements).²⁰ As for inadmissibility grounds that *do* apply, TPS applicants can request waivers for many of these by filing Form I-601.²¹ Further, Haitian TPS applicants in particular can request waivers of the Form I-601 filing fee (\$545 as of March 2010).²²

Note that various inadmissibility grounds still cannot be waived.²³ Applicants should be screened carefully for all applicable inadmissibility grounds, with special attention to those that are non-waivable. Specifically, individuals should probably not apply if they have committed any of the following:

- one felony, or two or more misdemeanors;
- one felony, misdemeanor or lesser violation involving a controlled substance, or crime of moral turpitude (CIMT);
- conduct pertaining to a crime-related inadmissibility ground, even if not convicted for such conduct (e.g. drug abuse, trafficking, prostitution, immigration fraud, alien smuggling, false claims to U.S. citizenship).²⁴

Bars Not Listed in the Statute:

A person subject to **reinstatement of removal** under INA § 241(a)(5) is probably barred from TPS.

Bars to *discretionary* relief found in INA §§ 240(b)(7), 240B(d) and 240A(c) — or in parallel pre-IIRIRA provisions of the INA — should not apply because TPS is not a discretionary remedy.

 $^{^{20}}$ Inadmissibility grounds that do not apply are listed in 8 CFR § 244.3(a) as INA § 212(a)(4), INA § 212(a)(5)(A) and (B), and § 212(a)(7)(A)(i).

²¹ 8 C.F.R. § 244.3(b).

²² USCIS announcement emailed to TPS stakeholders, January 26, 2010.

 $^{^{23}}$ The only non-waivable inadmissibility grounds are those concerning persons trafficking in controlled substances (INA § 212(a)(2)(C), 8 U.S.C. § 1182(a)(2)(C)), persons who have committed a crime or crimes of moral turpitude (INA § 212(a)(2)(A)(i), (ii), 8 U.S.C. § 1182(a)(2)(A)(i), (ii)), persons coming to the U.S. in order to violate the law (INA § 212(a)(3)(A), 8 U.S.C. § 1182(a)(3)(A)), persons who have engaged in terrorist activity (INA § 212(a)(3)(B), 8 U.S.C. § 1182(a)(3)(A)), persons who have engaged in terrorist activity (INA § 212(a)(3)(B), 8 U.S.C. § 1182(a)(3)(C), 8 U.S.C. § 1182(a)(3)(C)), and persons who have engaged in Nazi persecutions or genocide (INA § 212(a)(3)(E), 8 U.S.C. § 1182(a)(3)(E)). INA § 244(c)(2)(A), 8 U.S.C. § 1254(c)(2)(A).

²⁴ Certain non-criminal violations are not deemed disqualifying misdemeanors *in New York only*, even where maximum potential sentence exceeded five days and "beyond a reasonable doubt" standard applied. See <u>www.immigrantdefenseproject.org/webPages/crimImmNews.htm</u>, referring to DHS memorandum of January 17, 2010.

Application Procedures:

To obtain TPS, eligible non-citizens must register with DHS by submitting:²⁵

- 1. Form I-765 (Application for Employment Authorization Document).
- 2. Form I-821 (TPS application).
- 3. Two passport-style photographs.²⁶
- 4. Supporting evidence of identity, nationality and proof of residence since date designated by DHS.
- 5. Fees for I-765, I-821 and biometrics. Total sum will differ depending on applicant's age and whether s/he wants work authorization. *If s/he does not want work authorization, s/he need not pay the I-765 fee but still MUST complete the form.*
- Fee waiver application and supporting documents, where relevant. If fee waiver is NOT granted, application will be returned to applicant, who should resubmit it with payment. Please note that fee waiver requests may delay TPS processing.
- I-601 waiver and filing fee, where relevant. Or, before filing an I-601, applicants might choose to wait and see if DHS sends a Request for Evidence requiring a waiver.

The statute limits the filing fee to \$50 for TPS registration. A separate fee may apply for employment authorization documents.²⁷

Each applicant must submit a check or money order to cover costs of the TPS application, Employment Authorization application (if work authorization is desired), and fingerprinting (if required). One can write a lump-sum check for a person's entire application packet — but when mailing a set of application packets (as with a family filing), one must attach a separate payment to *each* person's packet.

A waiver of TPS, work authorization and biometrics fees is available for applicants who establish that the expenses exceed their income.²⁸ As noted above, the I-601 filing fee can itself be waived.²⁹

DHS will schedule fingerprinting.

²⁵ 8 C.F.R. § 244.6. The regulations detail the kinds of supporting evidence that will be considered. 8 C.F.R. § 244.9.

²⁶ Check <u>www.uscis.gov</u> for current information on photo dimensions.

²⁷ INA § 244(c)(1)(B), 8 U.S.C. § 1254(c)(1)(B).

²⁸ 8 C.F.R. § 244.20. The regulation specifies guidelines for determining fee waiver eligibility.

²⁹ See *supra* note 23.

1.3 Annual Registration Requirement

According to 8 CFR § 244.17, TPS grantees must register annually with DHS. This applies to nationals of countries that have been TPS-designated or re-designated for more than one year under INA § 244(b). Registration is done by submitting Forms I-821 and I-765 within 30 days prior to the anniversary of the TPS grant. Registration by mail generally suffices, but DHS may request in-person appearance, in which case failure to appear without good cause amounts to failure to register. ³⁰ Failure to register annually results in withdrawal of TPS grant.

1.4 Risks and Benefits of Applying for TPS

Benefits of obtaining TPS, as listed in INA § 244, include protection against deportation and detention,³¹ employment authorization;³² and ability to travel abroad with DHS permission (advance parole).³³ In addition, time spent as a TPS grantee does not count as unlawful presence for three- and ten-year bar purposes.³⁴

Risks stem from the fact that, by definition, TPS is an impermanent status. A country's TPS designation may expire in a few years. Once the TPS period expires, DHS might place a former TPS grantee in removal proceedings. At present, we do not know the magnitude of this risk.

As discussed in § 1.3, a TPS grantee must register his/her address annually with DHS. An important question is what DHS does after the TPS period ends. Might the DHS send the person a NTA (Notice To Appear)? If the person has moved after TPS expires but before DHS issues a NTA, may DHS base *in absentia* hearings on that notice, given that the person had no ongoing obligation to keep DHS apprised of his/her address?

In light of these uncertainties, potential TPS applicants must be carefully counseled about the risks and benefits of applying. It is worth exploring whether a potential applicant may regularize status through alternate routes before his/her country's TPS designation expires. For example, an applicant may have a potential asylum claim, or may soon be eligible to immigrate through a family visa petition. In addition, a person whose F-1 or other nonimmigrant visa is about to expire, and who lacks other means to stay in the U.S., may be more inclined to extend his/her lawful status by applying for TPS.

 $^{^{30}}$ E-filing online is available to certain re-registration applicants who have no new documents to submit. See <u>www.uscis.gov</u> for details.

³¹ INA § 244(d)(4).

³² INA § 244(a)(1)(b).

³³ INA § 244(c)(4)(B).

³⁴ INA § 212(a)(9)(B).

1.5 Persons With Prior Deportation/Removal Orders and Related Issues

Bars to Discretionary Relief Not Applicable to TPS: TPS is not listed among forms of relief barred by *in absentia* deportation or removal order.³⁵ Similarly, TPS is not listed among forms of relief barred by overstay of voluntary departure.³⁶

The General Counsel of legacy INS indicated before March 1999 that no motion to reopen is required to apply for TPS. This is consistent with treatment of Honduran and Nicaraguan TPS since 1999.

URL "APPENDICES":

Relevant statutory provisions in the Immigration and Nationality Act (INA) § 244:

• <u>http://www.uscis.gov/portal/site/uscis/menuitem.f6da51a2342135be7e9d7a10e0d</u> <u>c91a0/?vgnextoid=fa7e539dc4bed010VgnVCM1000000ecd190aRCRD&vgnextc</u> <u>hannel=fa7e539dc4bed010VgnVCM1000000ecd190aRCRD&CH=act</u>

TPS implementing regulations at 8 CFR § 244 et seq.:

• <u>http://www.access.gpo.gov/nara/cfr/waisidx_01/8cfr244_01.html</u>

³⁵ INA § 240(b)(7).

³⁶ INA § 240B(d).

CHAPTER 2

TEMPORARY PROTECTED STATUS (TPS)

FOR HAITIANS

On January 15, 2010, post-earthquake, the Attorney General designated Haiti for Temporary Protected Status (TPS) under INA § 244 (b)(1)(B), which allows such designation for environmental disasters.

The initial registration period for Haitian TPS ends on July 20, 2010. To be eligible, a Haitian must have resided continuously in the U.S. since January 12, 2010.

Recent TPS developments relevant to Haitian TPS:

- As of January 2010, USCIS provides that I-601 filing fees are waivable.
- *In New York only*, certain non-criminal violations are not deemed disqualifying misdemeanors, even where the maximum potential sentence exceeded five days and a "beyond a reasonable doubt" standard applied. (See *supra* note 25.)

URL "APPENDICES":

Summary of USCIS provisions for Haiti's TPS designation:

 http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f 6d1a/?vgnextoid=9236745543256210VgnVCM10000082ca60aRCRD&vgnextc hannel=9cf75869c9326210VgnVCM10000082ca60aRCRD

More detailed USCIS description of Haitian TPS:

• <u>http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543</u> <u>f6d1a/?vgnextoid=e54e60f64f336210VgnVCM100000082ca60aRCRD&vgnextc</u> hannel=e54e60f64f336210VgnVCM10000082ca60aRCRD

Federal Register record of Haiti's TPS designation:

• http://edocket.access.gpo.gov/2010/2010-1169.htm

USCIS information about Haitian TPS in Kreyol (Creole), possibly helpful for outreach:

- <u>http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f</u> <u>6d1a/?vgnextoid=06b1546ade146210VgnVCM10000082ca60aRCRD&vgnextc</u> <u>hannel=9cf75869c9326210VgnVCM10000082ca60aRCRD</u>
- <u>http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f</u> <u>6d1a/?vgnextoid=61289812d1f86210VgnVCM10000082ca60aRCRD&vgnextc</u> <u>hannel=9cf75869c9326210VgnVCM10000082ca60aRCRD</u>

USCIS information about Haitian TPS in French:

• <u>http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f</u> <u>6d1a/?vgnextoid=9aaa4f3d66446210VgnVCM10000082ca60aRCRD&vgnextch</u> <u>annel=9cf75869c9326210VgnVCM10000082ca60aRCRD</u>

Other helpful resources:

- Institute for Justice and Democracy in Haiti, TPS page: http://ijdh.org/campaigns/lern/temporary-protected-status-tps
- American Immigration Lawyers Association (AILA), Haiti page: <u>http://www.aila.org/Issues/Issue.aspx?docid=31011</u>
- Florida Immigrant Advocacy Center (FIAC): <u>http://www.fiacfla.org/</u>

Attachment 1: Fee Waivers for Haitian TPS Applicants in Creole By the Washington Lawyers' Committee for Civil Rights and Urban Affairs

Aplikasyon pou Estati Tanporè Pwoteje (Fòm I-821): \$50 Aplikasyon pou Otorizasyon pou Travay (Fòm I-765): \$340 (si ou vle) Frè pou Enfòmasyon Biyometrik: \$80 Aplikasyon pou Dispans ki baze sou Rezon Inadmisibilite (Fòm I-601) (si l nesesè)

Si w pa kapab peye frè yo, ou kapab aplike pou yon dispans pou pa peye frè. Ou dwe pale ak yon avoka oswa yon òganizasyon ki gen bon repitasyon epi ki fè travay imigrasyon nan kominote a pou w deside si w kapab fè aplikasyon pou benefis TPS san ou pa peye frè a.

Pou w aplike pou yon dispans pou pa peye frè, ou dwe:

- (1) fè yon deklarasyon alekri sou sèman pou w mande yon dispans pou pa peye frè;
- (2) fè konnen rezon egzak ki fè w pa kapab peye frè pou aplikasyon an;
- (3) bay dokiman ki sipòte demann ou fè pou dispans pou pa peye frè a.

Ou kapab kalifye pou yon dispans pou pa peye frè pou rezon sa yo:

- Prèv sou Benefis Piblik: Oumenm oswa yon moun nan fanmi w resevwa yon benefis piblik federal ki egzije verifikasyon mwayen finansye (Medicaid, benefis manje ak nitrisyon, asistans pou lojman) nan dènye sis mwa ki pase yo.
- **Prèv sou salè ba:** Salè w anvan taks pandan twa dènye mwa ki pase yo pi piti pase kantite salè ki mete yon moun nan lamizè dapre prensip federal pou lapovrete yo.
- Prèv sou salè ba: Salè ou te fè pa mwa anvan taks dapre ansyen salè ou te konn resevwa de tout sous lajan ou yo pa kapab kouvri depans ki nesesè pou ou yo tankou manje, lojman, sèvis piblik, gadri pou timoun, depans medikal ak lòt depans ou yo.
- Prèv sou konsiderasyon imanitè oswa depans ekstrawòdinè: Ou nan yon sitiyasyon imanitè tankou laj, enfimite oswa yon sitiyasyon ekonomik ekstrawòdinè (ou fenk pèdi travay ou) epi w panse sa gen yon enpak finansyè ki ase negatif.

Pou w kapab aplike pou yon dispans pou pa peye frè, wap gen pou w prezante dokiman ki pwouve salè w ak depans ou yo.

- **Prèv sou Salè Regilye:** bay dokiman tankou enpo sou revni, souch chèk travay, fòm W-2, oswa yon lèt patwon ou ekri sou papye ki gen antèt konpayi kote w travay la, epi ki kantite lajan yo peye w.
- Lòt Salè: bay dokiman ki montre si w resevwa pansyon alimantè, sipò pou timoun, bous pou etid ak/oswa bous pou rechèch, oswa lòt salè
- Aranjman pou Lojman: bay yon kontra lwaye oswa dokiman ipotèk ki sou non ou, oswa yon deklarasyon moun ki posede kay la, oswa moun ki gen non li sou kontra lwaye pou kay kote w rete a
- Depans Regilye ki Nesesè: bay dokiman tankou resi lwaye, resi peman ipotèk, kat kredi, rapò labank, resi pou pwovizyon, resi pou transpòtasyon (swa resi pou gazolin si w posede yon machin oswa yon deklarasyon sou mwayen transpòtasyon ou chak jou, epi prèv sou kantite lajan otobis oswa tren koute), bòdwo sèvis piblik (pou telefòn, gaz, dlo ak elektrisite), bòdwo ekolaj, resi pou gadri timoun oswa pou swen granmoun aje, oswa resi pou depans medikal. Pote tout kantite dokiman ou kapab.
- **Depans Ekstrawòdinè:** si w gen depans ekstrawòdinè ou pa fè chak mwa men ki toujou nesesè, bay dokiman ki pwouve depans lan (yon egzanp se prèv yon ijans medikal pou yon moun ki pat gen asirans maladi).
- Dèt: bay dokiman ki pwouve nenpòt dèt ou kapab genyen tankou bòdwo kat kredi oswa dèt ki poko peye, pa egzanp bòdwo medikal.
- Enkapasite: si gen yon ajans gouvènmantal ki deside w andikape oswa si w gen lòt prèv sou enkapasite a, bay dokiman ki pwouve sa.
- **Depandan yo:** bay dokiman ki pwouve depandan ki abite ansanm avèk ou, pa egzanp yon dosye lekòl.

Pou asistans tanpri kontakte òganizasyon/moun sa yo:

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Attachment 2: Fee Waivers for Haitian TPS Applicants in English By the Washington Lawyers' Committee for Civil Rights and Urban Affairs

The filing fees for Haitian Temporary Protected Status include the following:

Application for Temporary Protected Status (Form I-821): \$50 Application for Employment Authorization (Form I-765): \$340 (optional) Biometrics Fee: \$80 Application for Waiver of Ground of Inadmissibility (Form I-601) (if necessary)

If you are unable to pay the fees, you may be able to apply for a fee waiver. You should consult with a lawyers or a reputable community immigration organization to decide if you can file for the TPS benefits without fee.

To apply for a fee waiver, you must

(1) submit a written statement made under oath requesting a fee waiver

(2) state the specific reason why you are unable to pay the filing fee

(3) submit documentation to support the fee waiver

You may be eligible for a fee waiver for the following reasons:

- **Proof of Public Benefits:** You or a family member have received a Federal means-tested public benefit (Medicaid, food and nutrition benefits, housing assistance) in the last six months.
- **Proof of low income:** Your gross income for the past three months is below the Federal Poverty Guidelines.
- **Proof of low income:** Your gross monthly income for the past income from all sources is unable to cover your essential expenses such as food, housing, utilities, child care, medical expenses and other expenses.
- **Proof of humanitarian consideration or extraordinary expenses:** You have a humanitarian situation such as age, disability or an extraordinary economic situation (recent unemployment) that you believe has a sufficiently negative financial impact.

In order to apply for a fee waiver you will need to show documents which show your income and your expenses.

- **Proof of Regular Income:** provide documents such as income tax returns, pay stubs, W-2 forms, or a letter from employer on employer's business stationery that states how much you are paid.
- Other Income: provide documents that show if you receive alimony, child support, educational scholarship and/or fellowships, or other income
- Living Arrangements: provide a lease or mortgage that is in your name or get a statement from the person who owns the house or is on the lease that you live there
- **Regular Necessary Spending:** provide documents such as rent receipts, mortgage payment receipts, credit card, bank statements, grocery receipts, transportation receipts (either gas receipts if you own a car or a statement of your daily commute and proof of what it costs on the bus or Metro), utility bills (for phone, gas, water, and power), tuition bills, child care or elder care receipts, or medical expense receipts. Bring as much as you can.
- **Extraordinary Expenditures:** if you have had necessary expenditures that are not monthly but are still necessary, provide documents that show the expense (an example of this is evidence of a medical emergency for a person who did not have health insurance).
- **Debts:** provide documents that show any debt that you may have such as credit card bills or outstanding liabilities such as unpaid medical bills.
- **Disability:** if you have been found disabled by a government agency or have other evidence of disability, provide documents that show this.
- **Dependents:** provide documents that show that your dependents live with you, such as a school record.

Please contact the following for assistance: