

**CHECKLIST FOR WAIVER OF FEES ELIGIBILITY**

**TO RECEIVE A WAIVER OF FEES FOR SUPERVISED VISITATION OR MONITORED TRANSFER SERVICES, YOU MUST COMPLETE THIS FORM. NOTE THAT THIS FORM DOES NOT APPLY TO THERAPEUTIC VISITATION SERVICES.**

**PLEASE INDICATE:**

- 1. YOUR FAMILY SIZE**
- 2. ANNUAL GROSS (PRE-TAX) INCOME**
- 3. DOCUMENTATION TO INCLUDE AT LEAST ONE (1) ITEM FROM THE LIST BELOW TO BE CONSIDERED FOR A WAIVER OF FEES.**

**(1) FAMILY SIZE (PLEASE CIRCLE ONE):** 1 2 3 4 5 6 7 8 9 10+

**NOTE:** Family size is the number of adults and children residing in the home with the person requesting the fee waiver. It may also include children who do not reside with the person requesting the waiver, but for whom that person is currently paying support.

**(2) ANNUAL GROSS (PRE-TAX) INCOME:** \$\_\_\_\_\_. (\*See below for what income includes)

**(3) DOCUMENTATION (MUST INCLUDE AT LEAST ONE OF THE FOLLOWING):**

- 2 RECENT PAY STUBS OR FEDERAL TAX RETURN IF SELF-EMPLOYED**
- PROOF OF UNEMPLOYMENT, SOCIAL SECURITY, OR DISABILITY BENEFITS**
- CHILD SUPPORT COURT ORDER FOR CHILD(REN) NOT INVOLVED IN THIS CASE**
- COURT ORDER DOCUMENTING ALIMONY**
- PROOF OF CHILDCARE EXPENSES**
- PROOF OF GOVERNMENT ASSISTANCE, INCLUDING SUBSIDIZED HOUSING, TEMPORARY CASH ASSISTANCE, CHILD CARE, MEDICAL OR FOOD ASSISTANCE**

**\*INCOME INCLUDES:**

- Wages and salaries before any deduction**
- Income from self-employment after deductions for business or farm**

**expenses**

- **Regular payments from public assistance, social security, unemployment and worker's compensation**
- **Strike benefits from union funds**
- **Veterans benefits**
- **Training stipends**
- **Alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household**
- **Public or private employee pensions**
- **Income from dividends, interest, rents, royalties or from estates and trusts**

**INCOME DOES NOT INCLUDE:**

- **Money withdrawn from a bank**
- **Tax refunds**
- **Gifts**
- **Compensation and/or one-time insurance payments for injuries sustained**
- **Non-cash benefits**
- **Food or rent in lieu of wages**