

SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT



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 Watkins Glen, NY 14891
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Lorry Johnson
 Personnel Officer

APPLICATION FEE WAIVER REQUEST AND CERTIFICATION FORM

Civil Service Law Section 50.5(b): “fees shall be waived for candidates who certify to the state civil service department, a municipal commission or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance.”

I request that my application fee(s) for the examination(s) listed below be waived in accordance with Section 50.5(b) of the State Civil Service Law and **I am providing documentation to verify my eligibility for a fee waiver. (See list below of approved documentation)**

Examination Title	Exam Number	Exam Test Date

Check the box(es) below that apply to you:

- I am currently unemployed and I am primarily responsible for support of a household. **NOTE: Individuals who can be claimed as a dependent on any other person’s tax return ARE NOT eligible for application fee waiver as head of household.**

I am currently:

- Eligible for Medicaid
- Receiving Supplemental Security Income (SSI) payments
- Receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance): _____
Enter Public Assistance Case Number
- Certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency

*****Affirmation*****

I have read the above portion of Section 50.5(b) of the Civil Service Law relating to the waiver of application fees and certify that I am qualified to receive such waiver for the reasons indicated above. I understand that my claim for application fee waiver may be investigated and I may be disqualified from the listed civil service examination(s) if I make any false statement regarding my eligibility for application fee waiver.

 Candidate’s First and Last Name (Please Print)

 Candidate’s Social Security Number

 Candidate’s Signature

 Date

*****For Office Use Only*****

- Unemployment/Head of Household
- Proof of Unemployment (Document proving receipt of Unemployment Insurance benefits)
- Proof of Head of Household (Income Tax Return)
- Social Services
- Proof of Medicaid (Copy of current Medicaid card)
- Proof of SSI Payments (Document proving receipt of SSI)
- Proof of Public Assistance (Paperwork from DSS)
- Proof of Certified Job Training Partnership Act