



Fee Waivers

Is the applicant currently receiving a means-tested benefit?

- If yes, the applicant can qualify for a fee waiver by providing evidence she is **currently receiving** means-tested benefit.

| Means-tested benefit programs | NOT means-tested benefit programs |
|--|--|
| <p>Examples include:</p> <ul style="list-style-type: none"> - Medicaid (MassHealth) - Supplemental Nutrition Assistance Program (SNAP, formerly called Food Stamps) - Section 8 Housing - WIC benefits | <p>Examples include:</p> <ul style="list-style-type: none"> - Medicare - Unemployment benefits - Social Security benefits - Social Security Disability Insurance (SSDI) - Retirement, Survivors and Disability Insurance (RSDI) - Student financial aid/loans/grants |

- If client receives MassHealth, she should bring her MassHealth card to their appointment.
- If any other benefit, she should bring a copy of a letter that proves she is currently receiving the benefit. Letters, notices, or other official documents are acceptable as long as they include:
 - Applicant's name,
 - The name of the agency granting the public benefit,
 - The type of benefit, and
 - An indication that the applicant is currently receiving the benefit (for example, the date granted, expiration date, and/or date of renewal, if available).
- The applicant may use his/her spouse's means-tested benefit to qualify for a fee waiver as long as they are residing together and are not legally separated.
- A child under 21 may use a parent's means-tested benefit to qualify for a fee waiver.

Is the applicant's gross (before taxes) household income at or below 150 percent of the 2018 Federal Poverty Guidelines?

| Household size | 150% of HHS Poverty Guidelines |
|-----------------------|---------------------------------------|
| 1 | \$18,210 |
| 2 | \$24,690 |
| 3 | \$31,170 |
| 4 | \$37,650 |
| 5 | \$44,130 |
| 6 | \$50,610 |
| 7 | \$57,090 |
| 8 | \$63,570 |

- If yes, the applicant can qualify for a fee waiver by providing information about household size & income. Household includes:
 - Applicant
 - The head of household (if not the Applicant)
 - Applicant's spouse, if living with her/him
 - Any family members living in applicant's household who are dependent on his/her income, your spouse's income, or the head of household's income.

- The applicant needs to present proof of income for every member of the household (e.g., a copy of the most recent Federal tax return and/or 4 weeks of paystubs).

- What if ...
 - **Someone has changed since filing the most recent federal tax return?** We will need the most recent month of paystubs.
 - **Someone did not file taxes last year?** We will need the most recent month of paystubs, W-2, or statement from employer showing salary or wages.
 - **The applicant is a full-time student and not dependent of parent(s)?** The household should not include the parents' income, but the applicant must provide proof of any income, student loans, grants, scholarships, etc.

Is the applicant's gross (before taxes) household income ABOVE 150 percent, but at or below 200 percent, of the 2018 Federal Poverty Guidelines?

| Household size | 150% of HHS Poverty Guidelines | 200% of HHS Poverty Guidelines |
|-----------------------|---------------------------------------|---------------------------------------|
| 1 | \$18,210 | \$24,280 |
| 2 | \$24,690 | \$32,920 |
| 3 | \$31,170 | \$41,560 |
| 4 | \$37,650 | \$50,200 |
| 5 | \$44,130 | \$58,840 |
| 6 | \$50,610 | \$67,480 |
| 7 | \$57,090 | \$76,120 |
| 8 | \$63,570 | \$84,760 |

- If yes, the applicant can qualify for a reduced fee (\$405) by providing information about household size & income.
- The applicant needs to present proof of income for every member of the household (e.g., a copy of the most recent Federal tax return and/or 4 weeks of paystubs).

If you think an applicant might be eligible for an income fee waiver or reduced fee, schedule for an appointment *only if she confirms willingness to pay the application fee if it turns out she is not eligible.* If she cannot or is not willing to pay, ask her to submit fee waiver documents before scheduling. If scheduled, she should bring fee waiver documents to the appointment.