**ELLIGIBILITY FOR REQUESTING A FEE WAIVER**

The Department of Human Resources will waive the fifty dollar ($75) application fee in cases of financial hardship based on HHS Poverty Guidelines. One of the phases of the hiring process will include a thorough background investigation in which certain documents will be required including income tax forms, paystubs, etc. If the Department learns at that time that an applicant did not meet the eligibility guidelines, had the ability to pay the application fee and that a request to waive the fee was fraudulent, that candidate will be disqualified from further consideration in the selection process. Below are the Eligibility Guidelines for requesting a waiver of the application fee. If you are eligible, you may select the Waiver of Application Fee option when submitting your on-line application.

**2017 Waiver Eligibility Guidelines**

The following figures are the 2017 HHS poverty guidelines published in the Federal Register January 2017

