



THE WELCOME CENTER INC
d/b/a The Welcome Center Foundation

Fee Waiver and Fee Reduction Policy

Based on the Federal Poverty Guidelines

■ PURPOSE OF THE POLICY

This Fee Waiver and Fee Reduction Policy ensures that our nonprofit organization provides equitable access to immigration services for low-income individuals and families in Davie, FL 33324 and surrounding areas. Our commitment aligns with Department of Justice (DOJ) standards for recognized organizations and representatives.

■ INCOME ELIGIBILITY STANDARDS

Fee waivers and reductions are determined using the Federal Poverty Guidelines as adopted in Florida. Eligibility is based on household income compared to the Federal Poverty Level (FPL):

Household Income (vs. FPL)	Fee Determination
100% or below FPL	Full fee waiver may be approved.
101% – 150% FPL	50% fee reduction may be approved.
151% – 200% FPL	25% fee reduction may be approved.
Above 200% FPL	Standard fees apply (unless special hardship is documented).

■ DOCUMENTATION REQUIRED

Applicants requesting a fee waiver or reduction must provide one or more of the following:

- Recent tax return (1040)
- Pay stubs from the last 30 days
- Unemployment, disability, or public benefit award letters
- Proof of zero income (self-declaration form)
- Housing assistance documentation
- SNAP, Medicaid, WIC, TANF or similar benefit approval

■ SPECIAL HARDSHIP CONSIDERATIONS

Even if a client exceeds 200% FPL, a partial reduction may be granted if one of the following applies:

- Survivor of domestic violence, trafficking, or other trauma
- Sudden loss of employment
- Medical or mental-health emergency affecting income

- Homelessness or unstable housing
- Recent arrival with limited resources
- Single-parent household with financial hardship

▪ APPROVAL PROCESS

1. Client submits request and supporting documents.
2. Accredited Representative or designated staff reviews eligibility.
3. Approval must be documented in the client file, including:
 - percentage reduction granted
 - reason for reduction
 - staff initials and date
4. All waivers/reductions are valid only for the service requested.

▪ CONFIDENTIALITY

All financial information is kept confidential in compliance with DOJ, EOIR, and nonprofit standards.

▪ NON-DISCRIMINATION STATEMENT

Fee waivers and reductions are applied consistently, without discrimination based on race, gender, national origin, religion, disability, age, or immigration status.

▪ ANNUAL REVIEW

This policy is reviewed annually to ensure compliance with:

- DOJ–EOIR Recognition & Accreditation standards
- Updates to Federal Poverty Guidelines
- Florida-specific community needs

This Fee Waiver/Reduction Policy supports ethical, accessible, and community-centered service delivery within our nonprofit immigration program.