



THE ADVOCACY CENTER, INC.

Fee Waiver Policy of The Advocacy Center, Inc.

General

The Advocacy Center, Inc. ("TAC") is a charitable non-profit, tax-qualified corporation formed to offer alternative approaches to conflict and social injustice through community-based programs that promote the restoration of peace and the protection of human and civil rights through non-attorney agency services that focus in the areas of mediation, immigration, and nonprofit advocacy. Through its community partnerships with various individuals, businesses, nonprofits, and state and federal agencies, TAC equips communities and the individuals where we serve with opportunities for equal access to justice, safeguarding basic human rights, promoting peace, and ensuring dignity for all those we serve, whether locally or around the world. TAC exists to support and equip a coordinated network of state and federal agencies, businesses and nonprofit organizations focused on improving equal access to social justice and striving to alleviate social and economic injustice.

Purpose

The purpose of this policy is to establish the parameters necessary for breaking economic barriers to ensure the safeguarding basic human rights, promoting peace, and ensuring dignity for all those we serve.

Scope

Fee waivers may be granted on a case-by-case basis whenever the parameters set forth within this policy are met. If any applicant is receiving public benefits, is considered low-income or indigent, or does not enough money to pay for basic household needs, a fee waiver may be obtained.

Nonprofit Services Fee Reduction

Community-Based Mediation

Through partnerships with local courts, state and federal agencies, TAC provides low-cost and free mediation services to individuals, businesses, and organizations in the communities where we serve. These programs allow disputes to be settled out of court and online in a simple, convenient, low-cost manner.

Community-Based Mediation Fee Schedule

Fees are based on the local community standards, and will never out weight the below chart:

- If the combined gross income of the two parties is less than \$19,000
 - \$0.00 per party for up to one 3-hour session
- If the combined gross income of the two parties is more than \$19,000 less than \$50,000
 - \$60.00 per party for up to one 3-hour session
- If the combined gross income of the two parties is less than \$100,000, but more than \$50,000:
 - \$100.00 per party for up to one 3-hour session
- If the combined gross income of the parties exceeds \$100,000:
 - \$150.00 per party for up to one 3-hour session

If complex litigation or employment law:

- Small Claims with damages less than \$8k:
 - \$50.00 per party for up to one 3-hour session
- Small Claims with damages more than \$8k but less than \$15k:
 - \$60.00 per party for up to one 3-hour session
- Litigation claims with damages more than \$15k but less than \$30k:
 - \$75.00 per party for up to one 3-hour session
- Litigation claims with damages more than \$30k but less than \$50k:
 - \$100.00 per party for up to one 3-hour session
- Litigation claims with damages more than \$50k:
 - \$150.00 per party for up to one 3-hour session

Community-Based Nonprofit Business Services

Small nonprofits who are eligible to file Form 990-N to satisfy their annual reporting requirement because their annual gross receipts are normally \$50,000 or less, are eligible for either a fee waiver or an opportunity to participate TAC's community bartering program. Through this program, TAC can offer nonprofit business services for small businesses and nonprofits for little or no cost. Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses. Requirements for this fee reduction and/or waiver are:

- Gross receipts are considered to be normally \$50,000 or less if the organization:
 - Has been in existence for 1 year or less and received, or donors have pledged to give, \$75,000 or less during its first tax year;
 - Has been in existence between 1 and 3 years and averaged \$60,000 or less in gross receipts during each of its first two tax years; and
 - Is at least 3 years old and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).

All other nonprofit business services are billed at either a flat rate or at an hourly rate ranging between \$50.00 - \$150.00, depending on the service and scope of work.

Non-Attorney Immigration Services

TAC offers non-attorney immigration services. Recognizing that some applicants cannot pay our fees, TAC established a fee waiver process. To be eligible for a fee waiver, applicants must complete the following:

- Financial Application/Fee-Waiver Affidavit;
- Bank statements for the past three (3) months prior to the date of the application;
- All Cash App/Venmo/Zelle statements for the past three (3) months prior to the date of the application;
- Taxes for the prior year (if applicable);
- Copies of any and all mortgages and/or lease agreements;
- Copies of any and all monthly bills and expenses.

All supporting documents must be submitted at the time of the application to be considered. Please follow these instructions to ensure timely and smooth processing.



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Financial Application / Fee-Waiver Affidavit

Personal Information

Applicant's First Name	Applicant's Last Name
Applicant's Date of Birth	Last 4 Digits of Applicant's SSN (if applicable)
Applicant's Address	

Other Persons Living in Your Household

First Name	Last Name	Is this person a child under 18?	Relationship (Spouse or Child)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Public Benefits

I receive the following public benefits and my gross income, including the cash benefits marked below, does not exceed the amounts set out within TAC's policy in accordance with the federal poverty guidelines.

Place an "X" next to any benefits you receive.

SSI: ____ Medicaid: ____ SNAP / Food Stamps: ____ Other Assistance: ____

Monthly Income

	Applicant	Spouse (If Living in Household)	Total Monthly Income

Gross Monthly Employment Income, including Self-Employment Income (Before Taxes)	\$	\$	\$
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Unemployment, Worker's Compensation, Spousal Support (If Receiving)	\$	\$	\$
TOTAL MONTHLY INCOME			\$
Liquid Assets			
Type of Asset	Estimated Value		
Cash on Hand	\$		
Available Cash in Checking, Savings, Money Market Accounts	\$		
Stocks, Bonds, CDs	\$		
Other Liquid Assets	\$		
Total Liquid Assets			\$
Monthly Expenses			
Column A		Column B	
Type of Expense	Amount	Type of Expense	Amount
Rent / Mortgage / Property Tax / Insurance	\$	Insurance (Medical, Dental, Auto, etc.)	\$
Food / Paper Products/Cleaning Products/Toiletries	\$	Child or Spousal Support that You Pay	\$
Utilities (Heat, Gas, Electric, Water / Sewer, Trash)	\$	Medical / Dental Expenses or Associated Costs of Caring for a Sick or Disabled Family Member	\$
Transportation / Gas	\$	Credit Card, Other Loans	\$
Phone	\$	Taxes Withheld or Owed	\$
Child Care	\$	Other (e.g. garnishments)	\$
Total Column A Expenses	\$	Total Column B Expenses	\$
TOTAL MONTHLY EXPENSES (Column A + Column B)			

I, _____, hereby certify that the information I have provided on
 (Print Name)
 this financial disclosure form is true to the best of my knowledge and that I am unable to prepay the costs or fees in this case.

Signature

NOTARY PUBLIC:

Sworn to before me and signed in my presence this _____ day of _____, 20____,
 in _____ County, _____.

Notary Public (Signature)

Notary Public (Printed)
 My Commission expires: _____

FOR INTERNAL USE ONLY

NOTES: _____

APPENDIX

2024 FEDERAL POVERTY LIMIT (FPL)

Persons in family/ household	100% Poverty
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$ 50,560
More	Add \$4,720 each