



## **REQUEST FOR RENEWAL OF RECOGNITION OF A NON-PROFIT RELIGIOUS, CHARITABLE, SOCIAL SERVICE, OR SIMILAR ORGANIZATION**

Agency recognition must be renewed on a cycle. Organizations granted first-time recognition receive conditional recognition for two years and must apply for renewal of recognition at the end of the two-year period. Once renewed, recognition is valid for six years.

If an application for renewal is filed and postmarked *on or before* the expiration date, recognition will remain valid pending the DOJ R & A Program's consideration of the application, and the organization can continue to represent clients. This requires the organization to send it using a method that will provide documentation that it was sent electronically or mailed (postmarked) on or before the expiration date. The DOJ R & A Program prefers that you submit the application via e-mail to: [R-A-Info@usdoj.gov](mailto:R-A-Info@usdoj.gov). For more information, refer to the [EOIR website](#). While not required, the DOJ R & A Program encourages filing the application at least 90 days before the expiration date.

### **ELIGIBILITY REQUIREMENTS FOR AGENCY RECOGNITION RENEWAL**

An organization renewing recognition must demonstrate that it continues to meet the eligibility requirements for recognition. There are six requirements for agency recognition:

- The organization must be a non-profit religious, charitable, social service, or similar organization;
- The organization must have federal tax-exempt status;
- The organization must provide immigration legal services primarily to low- income or indigent clients within the U.S.;
- The organization must have access to adequate knowledge, information, and experience in immigration law and procedure;
- The organization must maintain at least one accredited representative on staff; and
- The organization must designate an authorized officer to act on its behalf.

### **ELEMENTS OF THE APPLICATION**

- I. Cover Letter
- II. Form EOIR 31 (Request for New Recognition, Renewal of Recognition, Extension of Recognition of a Non-Profit Religious, Charitable, Social Service, or Similar Organization)
- III. Immigration program budget for the current and prior year
- IV. Description of legal resources your organization has access to
- V. Organizational chart identifying names and titles of immigration legal staff and supervisors
- VI. Resumes for attorney(s) on staff (if applicable)
- VII. Proof of formal agreement(s) to consult with and/or receive technical legal support from private counsel, Recognized Organizations, or other qualified sources (if applicable)
- VIII. Annual summaries
- IX. Fee schedule(s) and Fee Waiver/reduction policies all versions used since last recognition (if applicable)
- X. Proof of current federal tax-exempt status

## CHECKLIST FOR EACH ELEMENT OF THE APPLICATION

This checklist is current as of the publication date. It does not constitute legal advice. The laws, interpretations of the laws, forms, and policies associated with DOJ recognition and accreditation change occasionally, so please confirm that the information in this guide is still current before relying on it. Please check the DOJ/EOIR website for form versions, instructions, recent case law regarding DOJ recognition and accreditation, and other important information. The website is <https://www.justice.gov/eoir/recognition-and-accreditation-program>. We also encourage you to review the Frequently Asked Questions (FAQs) on the recognition and accreditation program which is available on the EOIR website at the same link shown above.

Additional information may be found in CLINIC's [DOJ Recognition and Accreditation Toolkit](#).

### I. Cover Letter

Best Practice Tip!

- Use CLINIC's [Sample Cover Letter](#) as a guide.
- The cover letter should be clear and concise, have the correct information for the DOJ R & A Program, cite to the correct regulations and contain a list of enclosures for **BOTH** the recognition renewal and any applications for accreditation submitted with the renewal, if applicable
- Clearly indicate the principal site and (if applicable) list any extension sites included in the renewal as well as any sites that you are no longer providing immigration legal services and would like removed from the roster as an extension site.
- Highlight any unreported changes that are indicated Part 3 or Part 5 of Form EOIR 3.

### II. Form EOIR-31 (Request for New Recognition, Renewal of Recognition, Extension of Recognition of a Non-Profit Religious, Charitable, Social Service, or Similar Organization)

☐ Use the October 2022 version of form EOIR-31 (this can be verified by looking at the bottom right corner of the form.) As of the date of this checklist, this is the [link](#) for the current form.

#### Part 1. Organization Contact Information

Best Practice Tips!

- Make sure the organization name listed in Part 1 is the legal name of the organization, matches the DOJ [roster](#), and is consistent throughout the application, cover letter and supporting documents

#### Part 2. Type(s) of Recognition Requested

- ☐ Check the box for "Renewal of Recognition"
- ☐ Do not check off "Extension of Recognition" unless you are adding a new site. Approved sites are included in the renewal and should be noted in the cover letter

Best Practice Tip!

- Check the DOJ [roster](#) to be sure the expiration date is correct and the applicant has sufficient time to apply before the deadline.

### Part 3. Information About Organization (SKIP unless there are updates)

#### Best Practice Tips!

- This section includes 6 “yes,” or “no,” questions about your immigration program. If any of the answers to these questions have changed since your last approval of recognition, then you need to report that change in Part 3.
- CLINIC recommends filling out changes for Part 3 even if you have already reported the change to the DOJ R & A Program via email.
- Only answer the question(s) and include the supporting documentation for the question(s) that have changed.
- It’s recommendable to note and highlight these changes in your [cover letter](#).
- Common scenarios in which you would fill out section 3
  - The organization did not provide immigration legal services and is now providing immigration legal services (common in conditional renewals of recognition).
  - The organization used to charge fees (or did not charge fees) and has now begun to charge fees (or not charge fees). Note that a change in the fee schedule would not be reported in Part 3.

### Part 4. Information about Organization’s Immigration Law Practice

- ☐ The applicant checked **all** appropriate boxes indicating they attached the requested documents.
- ☐ The applicant checked **all** appropriate answer boxes in this section.

### Part 5. Renewal of Recognition

- ☐ The applicant checked **all** appropriate boxes indicating they attached the requested documents.
- ☐ The applicant answered the last question. If the organization has experienced any changes since last recognition date that could affect eligibility, answer “yes” and provide further information.

#### Best Practice Tips!

- Changes should be timely reported to OLAP (usually within 30 days) at [R-A-Info@usdoj.gov](mailto:R-A-Info@usdoj.gov). Use this section to report unreported changes, such as, but not limited to:
  - Changes to the organization’s mailing address
  - Change in status of accreditation representative (employee to volunteer)
  - Change in authorized officer
  - Losing an accredited representative
  - Structural changes in the organization
  - Removing an extension site
  - Changing the name of the organization
  - Changes to your formal agreement(s) to receive technical legal support
- For more information on reporting changes to the DOJ R & A Program see 8 CFR 1292.14(a).

### Part 6. Information About Organization's Accredited Representative(s)

- ☐ The applicant indicates that they have *at least one* accredited staff or volunteer at the organization and have written in the name(s) of the applicant(s).

#### Best Practice Tips!

- If there are no accredited staff or volunteer(s) at the organization, check the rules related to inactive status to determine when the inactive status will expire and whether there is a plan to seek accreditation for someone before that period ends. See 8 CFR 1292.16(i).
- Remember to always promptly notify OLAP of a representative's departure (the DOJ R & A Program recommends notice within 30 days).

Part 7. Extension of Recognition (Skip unless adding a new location– if requesting a new location or location(s) see [Extension Checklist](#))

#### Part 8. Declaration of Authorized Officer

☐ Remember to sign and date this section once the application is complete and ready to submit to the DOJ R & A Program.

#### Best Practice Tip!

- Have the Authorized Officer be the same person as listed on application(s) for recognition and accreditation. If the officer has changed, you will want to note this in your cover letter so the DOJ R & A Program is notified of this change.

#### Part 9. Proof of Service on USCIS District Director(s)

☐ Remember to sign and date this section once the application is complete and ready to submit

#### Best Practice Tips!

- Make sure that the correct address(s) for the USCIS District Office for the principal and all extension locations are included. Check the [USCIS website](#) to be sure the address is correct.
- If submitting the application electronically to the USCIS District Director, indicate the email address along with the physical address.

### **III. Immigration program budget for the current and prior year**

#### Best Practice Tips!

- Use CLINIC's [Sample Budget](#) as a guide.
- Specify the time frame as (month/year to month/year).
- Balance projected revenue and expenses totals.
- Specify grants by name of the funder and amount from each funder.
- Mark fee income as "projected" if for the current or projected year.
- Include in-kind donations (in-kind or cash) the name of church (or other organization) including the type of in-kind donations.
- Include expense lines for staff training, technical legal support (if applicable), and law library materials.
- If charging fees organizations must conduct an analysis for compliance with the Internal Revenue Code. Because legal services are not traditionally recognized as charitable, to qualify for tax exemption based on "serving members of a charitable class," it is ideal to keep income-generating revenue for fee-based services below approximately 85% of the organization's budget, as a whole. And, the budget's revenue column should include additional, diversified funding sources, such as a combination of individual donors, grants, in-kind donations, etc., that contribute to covering the cost of running the immigration legal services program.

#### **IV. Description of legal resources your organization has access to**

##### **Best Practice Tips!**

- Use CLINIC's [Sample List of Immigration Law Library Legal Resources](#) as a guide.
- Organizations should have access to INA and 8 CFR and note this in the list of legal resources. Although organizations are encouraged to obtain the most up to date print copy of immigration law and regulations, having access to this information via USCIS or EOIR Virtual Library is sufficient.
- For the list of legal resources, EOIR provided guidance in [Matter of EAC, Inc.](#)
- Check that the law library list is neat, clear, and up to date
- Check any internet links to be sure they are still working
- If applicant included a list of email listservs, make sure that they are signed up
- Specify dates for all print resources and remove resources that are more than a few years old

#### **V. Organizational chart identifying names and titles of immigration legal staff and supervisors at each location**

##### **Best Practice Tips!**

- Use CLINIC's [Sample Organizational Chart](#) as a guide.
- Make sure the organizational chart is updated, neat, clear, and easy to understand.
- The organizational chart should show details of how the immigration program is staffed (both paid staff and any volunteers) and show the chain of supervision for the immigration staff.
- Accredited staff include that information in their title (or in parenthesis). If accreditation is pending mark "Accreditation Requested" and highlighted to make it easier for EOIR to find them on the chart.

#### **VI. Resumes for attorney(s) on staff (if applicable)**

##### **Best Practices Tips!**

- Submit updated one-page Resume(s) of any licensed immigration attorney(s) in good standing on staff

#### **VII. Proof of formal agreement(s) to consult with and/or receive technical legal support from private counsel, Recognized Organizations, or other qualified sources**

##### **Best Practices Tips!**

- Use CLINIC's [Sample Technical Legal Assistance Letter](#) as a guide.
- Organizations that do not have an immigration attorney on staff will need technical legal assistance through external source(s), such as private attorneys, another recognized organization or other qualified sources.
- Attach an agreement as well as information on the experience and breadth of immigration knowledge of non-staff immigration practitioner(s), as well as any fees charged for the support. If the practitioner is a private attorney, attach their resume.

## VIII. Annual summaries

- ☐ Include a summary for each calendar year, or portion of the calendar year, from last date of recognition to the present.
- ☐ Each summary should include the following required information
  - *total number client served* (whether through client intakes, applications prepared and filed with DHS, cases in which its attorneys or accredited representatives appeared before the Immigration Courts or, if applicable, the Board, or referrals to attorneys or other organizations)
  - clients to whom it provided services at no cost (i.e. received pro bono services);
  - a *general description* of the immigration legal services and other immigration-related services (e.g., educational or outreach events) provided;
  - A statement describing if services were pro bono or charged in accordance with a fee schedule;
    - If charged in accordance with a fee schedule, then include the organization's fee waiver and/or fee reduction policy (see below for samples and best practice tips)
  - A list of offices where immigration services were provided [i.e. your principal location and any approved extension sites].

### Best Practice Tips!

- Use CLINIC's [Template for Annual Summary](#) as a guide.
- The summary should not include any client-specific or client-identifying information.
  - However, be aware that the R & A Program may require the organization to submit such records to it or DHS upon request.

## IX. Fee schedules and Fee Reduction/Waiver Policies (if applicable)<sup>1</sup>

- ☐ Include all versions used since last recognition date.

### Best Practice Tips!

- Use CLINIC's [Sample Fee Schedule](#) and [Sample Fee Waiver Reduction Policies](#) as a guide.
- Determining a fee schedule will depend on several factors. It is of utmost importance to note up front, though, that when developing fee schedules, organizations must comply with the Internal Revenue Code or "IRC." Many organizations who are CLINIC affiliates are tax-exempt organizations with 501(c)(3) status, and it is important to consult with tax experts to ensure the organization is engaging in income-generating activities that do not compromise their status as a tax-exempt organization with 501(c)(3) status.
- Make sure the fees are appropriate for a non-profit that primarily serves low income and indigent clients.
- In the fee waiver/reduction policy, make sure the poverty guidelines are for the current year.

## X. Proof of current federal tax-exempt status

- ☐ Current IRS tax determination letter or alternative documentation of federal tax-exempt status

### Best Practice Tip!

- If the name and address on the letter or alternative documentation do not match the information you provided in Part 1 of this form, provide an explanation with supporting documentation.

---

<sup>1</sup> Form EOIR-31 does not include a requirement that policies for fee reductions/waivers since the last approval of recognition be included in the renewal. However, the FAQs state that they should be included in documents submitted with the renewal. Additionally, 8 CFR § 1292.14(a) (b)(1) requires a "organization policies or guidance regarding fee waivers and reduced fees" as part of the annual summary.

### **APPLICATIONS SUBMISSION BEST PRACTICE TIPS!**

- Present the supporting documents in the same order listed in the cover letter and as outlined in EOIR-31.
- Clearly title/label documents and make sure they match how titles are listed in the cover letter.
- The DOJ R & A Program and USCIS prefer applications to be submitted via email. You can email your application to The DOJ R & A Program at [R-A-Info@usdoj.gov](mailto:R-A-Info@usdoj.gov) and copy your USCIS District Director on the email to The DOJ R & A Program for ease of submission. To locate the USCIS District Director with jurisdiction over your office location(s), you can visit the [USCIS website](#).

### **WAITING FOR ADJUDICATION BEST PRACTICE TIPS!**

- Make sure that someone (usually the authorized officer) is checking the email provided on the application (including spam and junk folders) for communication from the R & A Program.
- Respond to requests for additional information in a timely manner. If you need more time, ask for it rather than missing a deadline.
- Check the roster to make sure your organization's name appears with (pending renewal). If the organization's name is missing from the roster, email the R & A program so that they can fix it.



Click [here](#) to return to part I of this checklist

## **SAMPLE COVER LETTER FOR RECOGNITION RENEWAL REQUEST**

[Date]

Recognition and Accreditation Program Coordinator  
Department of Justice Recognition and Accreditation Program  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2400  
Falls Church, VA 22041

RE: REQUEST FOR RENEWAL OF RECOGNITION FOR [organization name]  
LOCATED AT: [full address]

Dear Recognition and Accreditation Program Coordinator:

I ask the Department of Justice Recognition and Accreditation Program (DOJ R & A Program) to please grant renewal of recognition to the office mentioned above under 8 Code of Federal Regulations (CFR), Section 1292.16.

[Organization] currently provides charitable immigration legal services to immigrants and refugees, including family-based immigration, naturalization, inadmissibility waivers, DACA, TPS, and more. [Organization] also provides citizenship classes for naturalization applicants.

With this application, [organization] seeks to continue providing charitable immigration legal services, as there is a significant need in this area.

Enclosed, please find a completed Form EOIR-31 along with supporting documentation. We have included a full list of enclosures below.

Thank you very much for your fair and rapid consideration of our request on behalf of [organization] for recognition renewal.

Sincerely,

[Name of Authorized Officer]  
[Job Title]

Enclosures:

- Form EOIR-31 [Rev. Oct. 2022]
- Organizational Chart
- Technical Legal Support Letter from [provider] [if applicable]
- List of Immigration Law Library Resources
- Budget for Current Year, 2024



- Budget for Previous Year, 2023
- Annual Summary for [each year since last grant of recognition]
- Fee Schedule(s) Used for [each year since last grant of recognition]
- Fee Waiver/Reduction Policy(ies) Used for [each year since last grant of recognition]

*NOTE: You must include updated information on any unreported changes since the last recognition date that affect eligibility, so there may be additional enclosures not listed above. Also, if your organization does not have any accredited staff, you must include at least one application for staff accreditation in this packet, unless you have been granted additional time by The DOJ R & A Program to prepare your staff for accreditation.*

Click [here](#) to return to part III of the checklist

**SAMPLE BUDGET FOR IMMIGRATION PROGRAM FOR ORGANIZATIONS  
WITH AN EXISTING IMMIGRATION LEGAL SERVICES PROGRAM**

[On organization's letterhead]

**IMMIGRATION PROGRAM BUDGET FOR CURRENT YEAR, FY 2024/2025  
(July 1, 2024 – June 30, 2025)**

**(Tip: Make sure you include the name(s) of the grant or fund you are  
listing in your budget.)**

**INCOME**

<u>Source</u>	<u>Amount</u>
Fundraising	
Social Media Fundraiser \	\$12,000
Parish Support	\$7,000
Individual Contributions	\$10,000
Client Fees <sup>2</sup>	\$15,000
In-Kind Support for Space/Utilities	\$20,000
City of Anytown Grant	\$20,000
USCIS Grant	\$10,000
State Grant	\$8,000
TOTAL	\$102,000

**EXPENSES**

<u>Source</u>	<u>Amount</u>
Staff Salary and Benefits <sup>3</sup>	\$72,000
(one entry-level DOJ Rep)	
Space/Utilities (In-Kind)	\$20,000
Office Supplies (postage, printing, etc.)	\$2,000
Immigration Training & Law Library	\$1,600
Case Management Software	\$3,000
CLINIC Membership	\$1,800
Technology (Internet and phone system)	\$1,600
TOTAL	\$102,000

---

<sup>2</sup> If your agency charges fees, please see the best practice tips in [section III](#) of this checklist.

<sup>3</sup> Salaries and benefits are hypothetical but based on our study of national rates deemed reasonable for the complexity and difficulty of the positions. CLINIC encourages all providers to offer dignified pay and benefits that is fair for the cost of living and promotes staff retention.

Click [here](#) to return to part IV of this checklist

## **SAMPLE LIST OF IMMIGRATION LAW LIBRARY RESOURCES**

[On organization's letterhead]

These are only examples, not a complete list of immigration references and resources. Depending on the types of immigration services your organization provides, seek other resources by talking to experts in the field. At a minimum, it is recommended that your organization have print copies of the *Immigration and Nationality Act (INA)* and *Title 8 of the Code of Federal Regulations (8 CFR)* as well as online resources, which are readily available. In addition, it is highly recommended that your organization have a budget to purchase and update immigration law library resources annually since immigration laws change constantly.

### **Print Resources**

The Immigration and Nationality Act (INA), 2024 Edition

Title 8 of the Code of Federal Regulations (8 CFR), 2024 Edition

Kurzban's Immigration Law Sourcebook, 19<sup>th</sup> Edition, Ira J. Kurzban and the National Immigration Lawyers Association, 2024

A Guide for Immigration Advocates, 24<sup>th</sup> Edition, Immigrant Legal Resource Center, 2024

Naturalization & U.S. Citizenship: The Essential Legal Guide, 17<sup>th</sup> Edition, Immigrant Legal Resource Center, 2022

U.S. Citizenship and Naturalization Handbook, 2022-2023 Edition, Daniel Levy, Charles Roth, and the National Immigration Project of the National Lawyers Guild

Immigration Law and the Family, 6<sup>th</sup> Edition, Charles Wheeler and the American Immigration Lawyers Association, 2020

FOIA Requests and Other Background Checks: A Practical Guide to Filing Records Requests in Immigration Cases, 3<sup>rd</sup> Edition, Immigrant Legal Resource Center, 2024

DACA: The Essential Legal Guide, 4<sup>th</sup> Edition, Immigrant Legal Resource Center, 2021

Inadmissibility and Deportability, 6<sup>th</sup> Edition, Immigration Legal Resource Center, 2021

The VAWA Manual: Immigration Relief for Abused Immigrants, 8<sup>th</sup> Edition, Immigrant Legal Resource Center, 2020

### **Online Resources**

Executive Office for Immigration Review Virtual Law Library,  
<https://www.justice.gov/eoir/virtual-law-library>

USCIS' website with the current INA, 8 CFR, all immigration-related forms, policy manuals, and updates from the government, <https://www.uscis.gov/>

Department of State Visa Bulletin, <https://travel.state.gov/content/visas/en/law-and-policy/bulletin.html>

Catholic Legal Immigration Network, Inc. (CLINIC) Citizenship Toolkit, available at <https://cliniclegal.org/toolkits/citizenship>

CLINIC Case Management Toolkit, available at <https://cliniclegal.org/toolkits/case-management>

CLINIC handbook, Managing an Immigration Program: Steps for Creating and Increasing Legal Capacity,  
<https://cliniclegal.org/resources/program-management/managing-immigration-program-steps-creating-and-increasing-legal>

Basic Procedural Manual for Asylum Representation, National Immigrant Justice Center,  
<https://www.immigrationadvocates.org/nonprofit/library>

CLINIC's monthly affiliate newsletter and daily list serve with immigration law updates, news from the Catholic network, a training schedule, and information on immigration advocacy efforts.

Immigration Advocate's Network (IAN), [www.immigrationadvocates.org](http://www.immigrationadvocates.org) list serve and web-based library with podcasts, webinars, video trainings, calendar of training dates, and news alerts

USCIS e-mail updates regarding policy changes and new guidelines

Detention Watch Network Listserve, <http://www.detentionwatchnetwork.org/signup>

Siskind's Immigration Bulletin,  
<https://lp.constantcontactpages.com/su/qX2e4ol/Siskindsignup>

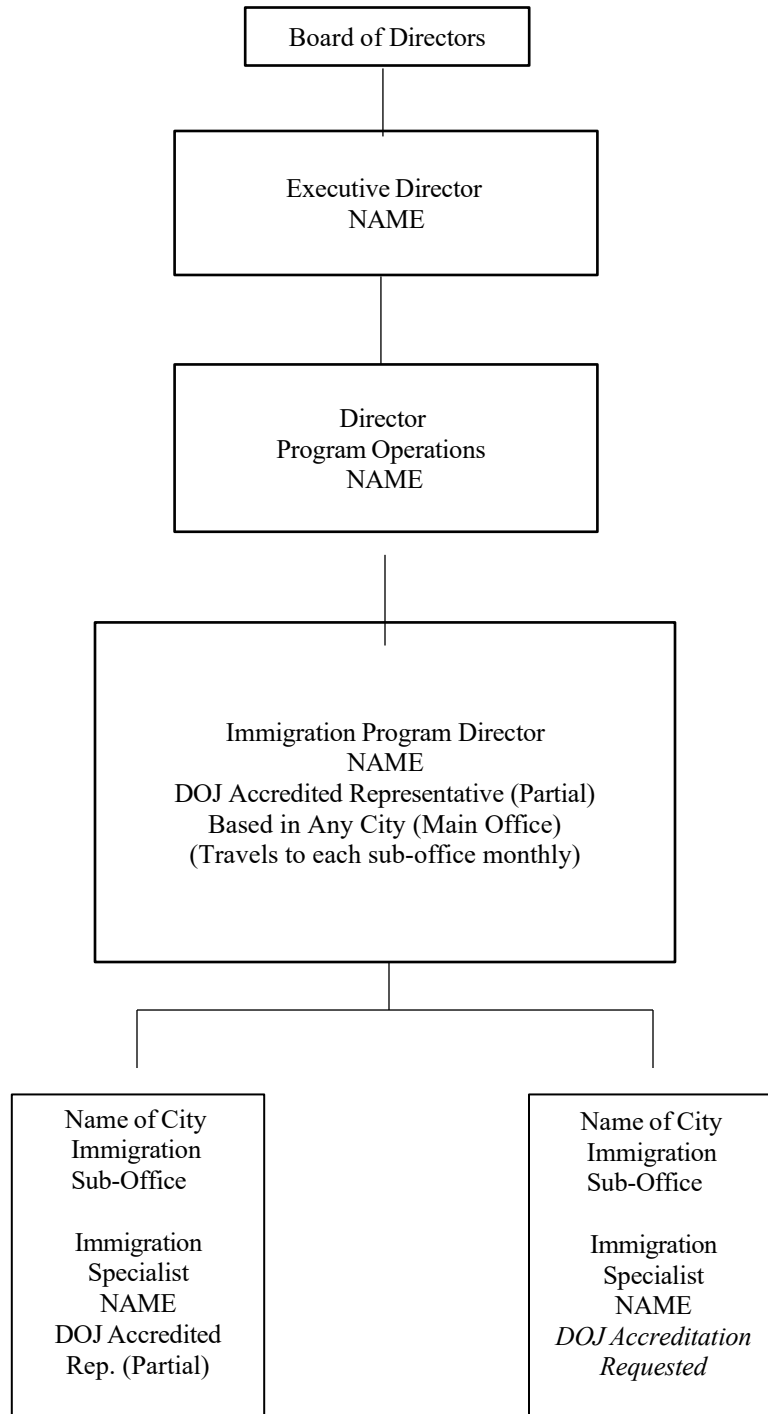
Click [here](#) to return to part V of this checklist

## SAMPLE ORGANIZATIONAL CHART

[Organization Name]

### Immigration Legal Services Organization Chart

(The organization chart should focus on the immigration program not other programs in the organization)



Click [here](#) to return to part VII of this checklist

## **SAMPLE LETTER OF AGREEMENT TO PROVIDE TECHNICAL LEGAL ASSISTANCE**

**Please note:** This sample letter is to serve as proof of a formal arrangement between non-staff immigration practitioners and recognized organizations for consultations or technical legal assistance. All technical legal assistance letters should be tailored to match the relationship, background, and services that will be provided to the organization receiving technical legal assistance.

[On letterhead of writer's organization] [Date]

Recognition and Accreditation Program  
Office of Legal Access Programs  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2400  
Falls Church, VA 22041

RE: Agreement to Provide Technical Legal Assistance for the Immigration Assistance Center

Dear Recognition and Accreditation Program Coordinator:

I write this letter memorializing my agreement to provide technical legal assistance to the Immigration Assistance Center (IAC).

Paragraph One - [general summary of author's qualifications, experience, and breadth of immigration knowledge (this could be a resume or narrative)]

I am a licensed attorney with 15 years of experience in immigration law. I am admitted to the bar in the state of Iowa. My practice focuses on family-based immigration, deportation and removal hearings, and asylum cases. I have known IAC and its Executive Director, Katherine Medina, for the last five years and have served as a volunteer at the organization's community outreach events.

Paragraph Two [discuss the technical legal assistance arrangement by the author or author's organization with the organization applying for or renewing recognition]

I have met with Ms. Medina and have agreed to provide technical legal assistance on a pro bono basis. I am available to answer any immigration questions the IAC staff may have by phone or e-mail.

If you have any questions, please do not hesitate to contact me at [e-mail and phone number].

Sincerely,

**SIGNATURE**

Jill Attorney, Esq.

Click [here](#) to return to part VIII of this checklist

## TEMPLATE FOR ANNUAL SUMMARY

**Note: One annual summary should be provided for each calendar year from the last date of recognition to the time of the application for renewal.**

### Annual Summary of Immigration Legal Services

Name of Organization: \_\_\_\_\_

Time Period Covered: \_\_\_\_\_

1) Total number of clients served during this period: \_\_\_\_\_

(Include client intakes, applications prepared and filed with USCIS, cases in which your organization's attorneys or accredited representatives appeared before the Immigration Courts or the Board, and referrals made to attorneys or other organizations.)

2) Total number of clients provided services at no cost during this period: \_\_\_\_\_

3) General description of the immigration legal services and other immigration-related services (e.g., educational or outreach events) provided by the organization:

---

---

---

4) Statement regarding whether services were provided pro bono or clients were charged in accordance with a fee schedule:

---

5) Organization policies or guidance regarding fee waivers and reduced fees (describe here or attach your policy guidance):

---

---

6) List of the offices or locations where the immigration legal services were provided:

---

Attachments:

- Fee Schedule(s) Used for Immigration Legal Services This Year (if organization charges fees)
- Organization's Policy on Fee Waivers and Reduced Fees This Year (if not described above)



Click [here](#) to return to part IX of this checklist

## SAMPLE FEE SCHEDULE<sup>4</sup>

[On organization's letterhead]

### IMMIGRATION SERVICES FEE SCHEDULE EFFECTIVE [DATE]

Form	Service	Fee
--	Initial Consultation Fee	\$
N-400	Citizenship	\$
N-565	Replace Naturalization Certificate	\$
N-600	Certificate of Citizenship	\$
I-90	Renew/Replace Green Card	\$
I-102	Replace I-94 Card	\$
I-129R1	Religious Worker Visa	\$
I-129F	Fiancé Petition	\$
I-130	Alien Relative Petition (stand-alone)	\$
I-130	"One Step" Adjustment of Status Package for Spouse/Child Over 14 (includes I-485, I-131, I-765, I-864, and G-325A)	\$
	For child under 14	\$
I-485	Adjustment of Status (non-immediate relative)	\$
	For child under 14	\$
I-485	Refugee/Asylee Adjustment of Status	\$
I-485A	Adjustment of Status Supplement A	\$
DS-230	Consular Packet	\$
	Each additional family member	\$
I-131	Travel Document	\$
I-134	Affidavit of Support for Visit	\$
I-539	Extend/Change Status	\$
I-751	Removal of Conditions	\$
I-765	Employment Authorization	\$
I-821	Temporary Protected Status	\$
I-864	Affidavit of Support	\$
I-864A	Affidavit of Support Joint Sponsor	\$
I-360	Petition for Widow/Battered Spouse or Child	\$
I-824	Application for Action on Approved Application or Petition	\$
I-730	Refugee/Asylee Relative Petition	\$
I-918	Complete U-Visa	\$
AR-11	Change of Address	\$
--	Infopass Appointment (one per application free)	\$
--	Translate Document	\$/page
	Cap on translation	\$

**NOTE: A fee waiver is available for those who qualify. USCIS charges separate fees for processing applications filed. Those USCIS filing fees are not reflected above. SAMPLE FEE WAIVER POLICY**

<sup>4</sup> For more information about setting fees, please see the [best practice tip in section VIII](#) of this checklist

[On organization's letterhead]

## Fee Waiver Policy [Include Effective Date]

No one will be turned away due to inability to pay.

A client who is unable to pay for services may ask for a fee waiver for [organization's] fees. Please see our guidelines below.

A client may request a fee waiver for [organization's] fees if his/her household income (includes all income from all adults contributing to the expenses of the household) is at or below 100% of the most current Federal Poverty Guidelines and he/she has less than \$2,000 in checking/savings/cash assets that belong to him/her or a spouse (after paying all the fees connected to the current case).

The 2024 U.S. Federal Poverty Guidelines for the 48 Contiguous States and the District of Columbia, located at <https://aspe.hhs.gov/poverty-guidelines>, are as follows:

Household Size	Annual	Monthly	Weekly
1	\$15,060	\$1,255	\$290
2	\$20,440	\$1,703	\$393
3	\$25,820	\$2,151	\$497
4	\$31,200	\$2,600	\$600
5	\$36,580	\$3,048	\$703
6	\$41,960	\$3,496	\$807
7	\$47,340	\$3,945	\$910
8	\$52,720	\$4,393	\$1,014
For each additional person, add	5,380	\$448	\$103

A client may also request a fee waiver if he/she receives a means tested local, state, or federal government benefit (such as food stamps, TANF, Medicaid, or Supplemental Social Income) or in cases of extreme economic hardship.

All fee waiver applicants must submit documentation detailing their situation, which could include:

- Current pay stubs or other proof of income
- Current bank statement
- Most recent tax return
- Proof of current public benefits received
- Proof of extreme economic hardship

All fee waivers are determined by [organization's] treasurer and executive director.

A client who receives a fee waiver from [organization] is still responsible for applicable fees from USCIS/NVC. However, if appropriate and available, we will also help the client complete a USCIS fee waiver request.

## SAMPLE FEE WAIVER/REDUCTION POLICY (SLIDING SCALE)

[On organization's letterhead]

### **FEE WAIVER/REDUCTION POLICY\***

**[Include Effective Date]**

Immigration Ministry will reduce or waive fees for clients who formally request and prove that they cannot afford to pay the immigration legal service fees charged by Immigration Ministry at Local Church. Clients requiring a waiver of fees charged by USCIS must submit a separate waiver directly to the Federal Government.

The criteria for reducing or waiving fees will be based on the U.S. Federal Poverty Guidelines. The following sliding fee scale is implemented:

- If a client falls at or below 130% of the U.S. Federal Poverty Guidelines, 100% of the recommended fees may be waived.
- If a client falls between 131% and 200% of the U.S. Federal Poverty Guidelines, 50% of the recommended fees may be waived.

Clients requesting a fee waiver or reduced fee must submit acceptable documentation to verify their income level, such as their most recent federal tax return, pay stubs, bank statement, proof of current public benefits received, proof of extreme economic hardship, or other forms of documentation.

A fee waiver/reduction may only be granted by the Program Director of Immigration Ministry at Any Church.

The 2024 U.S. Federal Poverty Guidelines for the 48 Contiguous States and the District of Columbia, located at <https://aspe.hhs.gov/poverty-guidelines>, are as follows:

Household Size	100% of Poverty Level	130% of Poverty Level	200% of Poverty Level
1	\$15,060	\$19,578	\$30,120
2	\$20,440	\$26,572	\$40,880
3	\$25,820	\$33,566	\$51,640
4	\$31,200	\$40,560	\$62,400
5	\$36,580	\$47,554	\$73,160
6	\$41,960	\$54,548	\$83,920
7	\$47,340	\$61,542	\$94,680
8	\$52,720	\$68,536	\$105,440
For each additional person, add	5,380	\$6,994	\$10,760

\*Immigration Ministry at Any Church has the right to amend this fee waiver policy at any time.