Instructions on Fee Waivers from Civil Service Exams
From: https://a856-exams.nyc.gov/OASysWeb/Home/FAQ

 What are the acceptable forms of documentation for the various types of fee waivers?
For individuals/participants who are:

• New York City residents and receiving full benefits (Cash, Medicaid, and Food Stamps) and not partial benefits for Public/Cash Assistance from the New York City Department of Social Services - Submit a clear copy of your Benefit Identification Card that bears your name. Since DCAS will verify your eligibility for full benefits through your Client Identification Number (CIN), make sure that all information pre-printed on your Benefit Identification Card can be read when copied. Handwritten information will not be accepted.

• Unemployed - Submit an Unemployment Insurance Benefit Payment History inquiry printout that includes Week Ending dates that correspond with the month that you are applying for an exam. You may obtain this printout from the New York State Department of Labor by calling 1-888-209-8124 or online at https://www.labor.ny.gov/home/. For the U.S. Department of Labor, you may access their website at https://www.dol.gov/ for assistance in locating this type of documentation online for the state in which you reside. If you are unemployed, but not currently receiving Unemployment Insurance Benefits, you may submit an affidavit signed by you stating that you are unemployed, and notarized by a Notary Public. Your affidavit must be dated within the application period for the exam you are applying. For unemployment benefits received outside of New York State, you may include a copy of your unemployment check that bears your Name and Social Security Number dated and issued for the month in which you are applying for an exam.

• Receiving Supplementary Security Income (SSI) payments - Submit documentation on letterhead from a Social Security Administration Office in your state that is dated during the month for which you are applying for an exam and specifically indicates that you received SSI benefits that month. Award Letter Notifications re-issued during the month you are applying for an exam that does not include the added information in the Other Important Information field that specifically states you are receiving SSI benefits that month will not be accepted. Parents who receive SSI benefits for their minor children are not eligible for a fee waiver.

• Receiving Medicaid benefits or partial benefits that include Medicaid - Submit the MA Case/Suffix/Individual/Summary printout. This printout must verify that either your eligibility for Medicaid is coded "AC" for Active, or your authorization period is currently active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Medicaid Office or call 1(877) HRA-8411. If you applied for Medicaid benefits through a hospital or managed care program/organization, you will need to submit documentation on letterhead from that program/organization that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits that month. For Medicaid benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for

an exam that specifically verifies your eligibility of receiving Medicaid benefits, or indicates your case is active that month.

• Receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance benefits - Submit the PA Case Composition-Suffix/Individual Summary printout. This printout must verify that either your eligibility for Public/Cash Assistance is coded "AC" for Active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. If your case has been coded "SN" for Sanctioned, or if you recently applied for benefits and your case is coded "AP" for Application, you are not eligible to receive a fee waiver. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Office or call 1(877) HRA-8411. For TANF / Family Assistance or Safety Net Assistance benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving TANF / Family Assistance or Safety Net Assistance benefits, or indicates your case is Active that month.

• Certified eligible for a Workforce Investment Act program through the City's Workforce1 Career Centers - Submit documentation on letterhead from the Department of Small Business Services that is dated during the month for which you are applying for an exam and specifically indicates that you are a participant registered with the City's Workforce1 Career Centers for that month. You may obtain this letter only by calling the New York City Department of Small Business Services at (212) 618-8779.

 How do I qualify for the Veterans Exam Fee Waiver?
At the time of exam filing you must:
• be a United States citizen or an alien lawfully admitted for permanent residence;
• have received an honorable discharge or have been released under honorable conditions from the Armed Forces of the United States (i.e., the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law); **and**
• have served on full-time active duty, other than active duty for training.

The fee waiver:
• can be used to waive the application fee for an examination for appointment to or a promotion to a position with the City of New York.
• cannot be used retroactively for any exam for which you have already applied.