

OFFENDER WAIVER OF FEES OWED TO THE 6TH DISTRICT WITH COMMUNITY SERVICE

Offender's Name: [Click here to enter text.](#)

ICON # [Click here to enter text.](#)

Supervising Officer: [Click here to enter text.](#)

Current Date: _____

Waiver requested for:	Original Amount Owed	Amount Paid to Date
<input type="checkbox"/> Supervision Fee (up to 50%)		

Reason for completing Community Service:

- Disabled (must submit letter specifically stating offender is disabled or receiving payments due to disability)
 Unemployed/Part Time Employment Full Time Student On Welfare
 Other: _____ Paying on restitution

Number of Community Service hours to perform: _____ at a rate of \$ _____ per hour

To be completed by: _____ Maximum Discharge Date: _____

The waiver process must be initiated four (4) months prior to the maximum discharge date to allow for performance of community service hours.

I agree to perform the above listed number of community service hours in lieu of monetary payment for my supervision fee. I understand that I must receive approval before this waiver is in effect. I also understand that the fee will only be reduced by the amount of community service hours actually completed. Example - if only 5 hours are completed, credit will be given for 5 hours, and the fee owed will be adjusted to reflect the remaining balance.

Offender's Signature

Date

SUPERVISORY REVIEW

The above request is approved

[The](#) above request is denied (provide reason)

Supervisor's Signature

Date

After supervisory signature, return form to agent.

UPON COMPLETION OF COMMUNITY SERVICE HOURS

Credit is to be given for the number of hours as reflected on the attached timesheet(s).

_____ hours X \$ _____ /hr = \$ _____ credit

Clerical Staff Scan into ICON: _____ Summary = CS hours in lieu of payment

Forward to Accounting Tech (Donna) to update Fee System.

Forward receipt to clerical:

Mail receipt to offender. If outstanding fees still exist, include Fee Notice. Scan documents mailed into ICON.

[Click here to enter text.](#)