

Chester County Adult Probation & Parole Request for Waiver/Deferral of Supervision Fees

Pursuant to Act 35 of 1991, the sentencing judge of the court of common pleas shall impose upon an offender, as a condition of supervision, a monthly supervision fee unless the court or a supervising agency designated by the court determines that it should be reduced, waived or deferred based upon one or more of the following criteria:

- (1) The offender is 62 years of age or older with no income.
- (2) The offender is receiving public assistance.
- (3) The offender is enrolled as a full-time student for 12 semester credit hours in an educational organization approved by the United States Department of Education.
- (4) The offender is incarcerated.
- (5) The offender is not employable due to a disability, as determined by an examination acceptable to or ordered by the court.
- (6) The offender is responsible for the support of dependents and the payment of a supervision fee constitutes an undue hardship on the offender.
- (7) The client is participating in an inpatient treatment program.
- (8) Other extenuating circumstances as determined by the court or a supervising agency designated by the court

You should submit your requests within thirty (30) days after you become aware that you meet the eligibility criteria in one of the categories. Verification must be submitted with the request form. Request will be denied if you do not provide the necessary documentation. Requests shall be delivered or mailed to the: **Chester County Adult Probation and Parole / Collections Enforcement Unit 201 West Market Street, Suite 2100 West Chester, PA 19380-0989**

Name (please print): _____ Social Security #: _____

Reason for request (attach appropriate documentation to support your reason):

Offender's Signature: _____ Date: _____

(This section to be completed by Adult Probation Staff)

Approved: _____ Denied: _____ Reason: _____

Reviewed by: _____ Action to be taken: _____

Processed by: _____