

## Highlighted Selection of Records on USCIS Fee Waiver Policies and Practices Obtained Through FOIA Litigation

- [Item 01: USCIS Standard Operating Procedure: I-912, Request for Fee Waiver \(version 39; last updated August 16, 2019\)](#)
- [Item 02: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(7/1/2019\)](#)
- [Item 03: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(4/16/2019\)](#)
- [Item 04: Humanitarian Division Fee Waiver Training: Humanitarian Division Vermont Service Center - April 2019](#)
- [Item 05: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(2/21/2019\)](#)
- [Item 06: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(12/26/2018\)](#)
- [Item 07: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(10/12/2018\)](#)
- [Item 08: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(9/25/2018\)](#)
- [Item 09: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(9/24/2018\)](#)
- [Item 10: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(9/19/2018\)](#)
- [Item 11: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(8/21/2018\)](#)
- [Item 12: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(7/26/2018\)](#)
- [Item 13: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(7/23/2018\)](#)
- [Item 14: USCIS Humanitarian Division Fee Waiver SOP - Prepared by: Center Training Unit, Vermont Service Center \(7/10/2018\)](#)
- [Item 15: USCIS Standard Operating Procedure: Request for Fee Waiver \(version 27.0; last updated March 29, 2018\)](#)
- [Item 16: USCIS Vermont Service Center: Center Training Unit - HD Fee Waiver Training - Instructor Guide; Revision Date: October 12, 2018](#)
- [Item 17: Humanitarian Division Fee Waiver Training - Humanitarian Division, Vermont Service Center \(10/12/2018\)](#)
- [Item 18: Humanitarian Division Fee Waiver Training - Humanitarian Division, Vermont Service Center \(9/19/2018\)](#)

- [\*\*Item 19:\*\* USCIS Vermont Service Center; Center Training Unit - HD Fee Waiver Training - Instructor Guide; Revision Date: July 20, 2018](#)
- [\*\*Item 20:\*\* Humanitarian Division Fee Waiver Training: Humanitarian Division Vermont Service Center \(7/20/2018\)](#)
- [\*\*Item 21:\*\* USCIS Vermont Service Center; Center Training Unit - HD Fee Waiver Training - Instructor Guide; Revision Date: July 12, 2018](#)
- [\*\*Item 22:\*\* Humanitarian Division Fee Waiver Training: Humanitarian Division Vermont Service Center \(6/29/2018\)](#)
- [\*\*Item 23:\*\* VAWA/T/U Fee Waiver Training - Humanitarian Division \(VAWA/T/U\); Vermont Service Center \(undated\)](#)
- [\*\*Item 24:\*\* Form I-942 Request for Reduced Fee SOP, Office of Intake and Document Production \(version 23; last revised June 26, 2020\)](#)
- [\*\*Item 25:\*\* M-180 Informational Letters SOP, Office of Intake and Document Production \(version 11; last revised August 28, 2020\)](#)
- [\*\*Item 26:\*\* Manually Processed Forms SOP, Office of Intake and Document Production \(version 5; last revised December 26, 2019\)](#)
- [\*\*Item 27:\*\* Job Aid: Granting/Denying/Removing FWR, Office of Intake and Document Production \(revision date March 14, 2020\)](#)
- [\*\*Item 28:\*\* Job Aid: Household Income Calculation Tool](#)
- [\*\*Item 29:\*\* Job Aid: MTBs with English and Foreign Language, Office of Intake and Document Production \(revision date November 9, 2017\)](#)
- [\*\*Item 30:\*\* Job Aid: Over Pay Remittance \(OPR\), Office of Intake and Document Production \(revision date February 28, 2020\)](#)
- [\*\*Item 31:\*\* Job Aid: Split Transaction, Office of Intake and Document Production \(revision date February 28, 2020\)](#)
- [\*\*Item 32:\*\* I-912 Fee Waiver Request Fraud Indicators: Ford Record Analysts - Case Resolution Unit; Vermont Service Center](#)
- [\*\*Item 33:\*\* USCIS Policy Manual, Volume 1: General Policies and Procedures - Part B - Submission of Benefit Requests](#)
- [\*\*Item 34:\*\* USCIS Policy Manual, Volume 1: General Policies and Procedures - Part B - Submission of Benefit Requests](#)
- [\*\*Item 35:\*\* USCIS Policy Manual, Volume 1: General Policies and Procedures - Part B - Submission of Benefit Requests](#)
- [\*\*Item 36:\*\* directives to VSC and NSC from OPS reminding staff of current fee waiver policy \(10/11/2018\)](#)
- [\*\*Item 37:\*\* email thread reminding staff to include standard verbiage \(provided\) in responding to inquiries about fee waiver processes \(10/5/2018\)](#)
- [\*\*Item 38:\*\* Household Income Calculation Tool \(2020\)](#)

- [\*\*Item 39:\*\* USCIS Tax Forms Overview, Office of Intake and Document Production \(Forms 1040; 1040NR; 1040-X; 1040-SR; 1040-CM; 1040-NMI; 1040NR-CM; Guam 1040; Puerto Rico 481.10; Puerto Rico 482\) \(revision date January 3, 2020\)](#)
- [\*\*Item 40:\*\* Individual State Benefits \(last revised December 11, 2020\)](#)
- [\*\*Item 41:\*\* miscellaneous income calculation guidelines \(8/8/2018\)](#)
- [\*\*Item 42:\*\* email thread directing staff to use standard verbiage if they receive inquiries regarding the new fee waiver process \(7/27/2018\)](#)
- [\*\*Item 43:\*\* email thread sharing that SCOPS gave green light to implement new fee waiver process; instructing staff about MTB analysis, safe address \(7/20/2018\)](#)
- [\*\*Item 44:\*\* Form I-912 Fee Waiver internal directives](#)
- [\*\*Item 45:\*\* Talking points for Outreach/Training on T and U Nonimmigrant Status \(notes on travel; whether U approval is "admission"; RFEs about criminal history; 212\(d\)\(3\) waivers; reinstatement; U visa bulletin; fraud and confidentiality\)](#)
- [\*\*Item 46:\*\* U.S. Department of Justice, Immigration and Naturalization Service, Fee Waiver Data Collection Form](#)
- [\*\*Item 47:\*\* I-797 Reject Verbiage for Fee Waiver Requests, Office of Intake and Document Production \(version 3.0\)](#)
- [\*\*Item 48:\*\* Fee Waiver Denial Worksheet, Revised 06/15/2014 - N565](#)