

The California State University / Office of the Chancellor / Risk Management and Public Safety
401 Golden Shore, 5th Floor / Long Beach, CA 90802-4210
(562) 951-4580 / www.calstate.edu/risk_management/claims

CSU Claim Filing Fee Waiver Information

Filing Fee for Government Claims Program

Beginning August 17, 2004, anyone wishing to file a claim for money or damages against the CSU or state must pay a \$25 filing fee unless the person qualifies for a fee waiver. (Gov. Code, § 905.2(b).)

**To request a fee waiver, you must fill out the attached
Affidavit for Waiver of CSU Filing Fee and Financial Information Form.**

Step	Instructions for filling out each step on the attached form. The form begins on page 3 of this packet.
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- 1 On the attached form, provide the full name of the person requesting the fee waiver.
- 2 Provide a daytime telephone number.
- 3 If you already have a claim number and you know what it is, write it in this space.
- 4 Provide complete contact information for your employer and your spouse's employer, if applicable.
- 5 If you are a student at a CSU campus, provide your Student Identification Number and Campus Name.
- 6 Complete this section if you are receiving financial assistance under Supplemental Security Income (SSI), State Supplemental Payments Programs (SSPP), CalWORKS, food stamps, county relief, general relief (GR), general assistance (GA), or student financial aid or work study.
If you answered **yes** in this category check all types of assistance you get, then complete step **24**.
You are finished.
If you checked **no**, continue to step **7**.
- 7 Find the number of people in your household and check the box **only** if your total monthly household income is less than the amount shown. For instance, if there are five people in your household and the total monthly household income is less than \$2,294.79 or less check **E**. If there are more than 8 people in your household, calculate the income limit by adding \$331.25 for each additional person to the income level for an eight-person household. List the number of people in your household and total household income in **I**.
If you checked any box in this step, complete steps 9 through 15 then skip to step 24.
- 8 If you cannot pay for the common items needed for daily life, such as food, shelter, medical care and personal safety for you and your household members, check yes in this category.

If you check yes to this question, fill in steps 9 through 24.

- 9** What is your gross monthly pay, before any payroll deductions?
- 10** If your income changes each month, the amounts you report should be an average for the past twelve months.
- 11** Enter the number of persons living in your home who depend on you in whole or in part for support, or on whom you depend in whole or in part for support. List their name, age, relationship to you, and their monthly income in **A** through **F**.
- 12** List all other money you get each month. Specify the source and amount. Include spousal support, child support, parental support, support from outside the home, scholarships, retirement or pensions, social security, disability, workers' compensation, unemployment, military basic allowance for quarters (BAQ), veterans payments, dividends, interest or royalty, trust income, annuities, net business income, net rental income, reimbursement of job-related expenses, and net gambling or lottery winnings.
- 13** Add **12 (A through F)** to find your **total other income** each month.
- 14** Add **9** (your gross monthly income) plus **13** (your total other income) to find your **total monthly income**.
- 15** Add **9** (your gross monthly income), plus **11 (A through F - other household members' income)** and **13** (your total other income) to find your **total gross monthly household income**.
- 16** List all your payroll deductions. Payroll deductions include items like state and federal taxes, social security (FICA), Medicare, health insurance and retirement contributions.
- 17** Add **16 (A through H)** to determine your **total monthly payroll deductions**.
- 18** Subtract **17** (total payroll deductions) from **9** (gross monthly pay) to find your **take home pay**.
- 19** Add **18** (your take home pay) to **13** (your total other income) to find your **net monthly income**.
- 20** List all the property you own or have an interest in. If you have other personal property such as jewelry, furniture, furs, stocks, or bonds, list them separately on another piece of paper.
- 21** List all your monthly expenses. Use additional paper if needed. In **J** specify what your installment payments are for, such as a credit card or bank loan. In **K** specify what the wage assignment, earnings withholding, or garnishment is for.
- 22** Add **21 (A through M)** to determine your **monthly expenses**.
- 23** If you answer yes to this question, make sure that your name or your claim number is on each sheet you attach.
- 24** Sign and date the form in this space.

Mail this form to: CSU-Office of the Chancellor, Risk Management & Public Safety, 401 Golden Shore, 5th Floor, Long Beach, CA 90802-4210.
Call Risk Management & Public Safety at 1-562-951-4580 if you have any questions.

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CSU Affidavit for Waiver of Filing Fee

***I request a fee waiver so that I do not have to pay the \$25 fee to file a CSU claim.
I cannot pay any part of the fee.***

Claimant Information

1		2	Tel:
	<i>Last name</i> <i>First Name</i> <i>MI</i>		
3	Claim Number (if known):		

Employment Information

4	My occupation:			
	My employer:			
	<i>Employer's Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
	My spouse's or partner's employer:			
	<i>Employer's Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
5	If you are a student at a CSU campus, provide your Student Identification Number and name of Campus.			
		Campus:		
	<i>Student Identification Number:</i>			

Financial Information

6	I am receiving financial assistance from one or more of the following programs. <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If no, proceed to step 7. If yes, check all that apply, then skip to step 24.			
	<input type="checkbox"/>	SSI and SSP: Supplemental Security Income and State Supplemental Payments Programs		
	<input type="checkbox"/>	CalWORKS: California Work Opportunity and Responsibility to Kids Act		
	<input type="checkbox"/>	Food Stamps, County Relief, General Relief (GR), or General Assistance (GA)		
	<input type="checkbox"/>	Student Financial Aid or Work Study		
7	Number in my household and my gross monthly household income, if it is the following amount or less:			
	Number	Monthly family income	Number	Monthly family income
	A <input type="checkbox"/> 1	\$ 969.79	F <input type="checkbox"/> 6	\$2,626.04
	B <input type="checkbox"/> 2	\$1,301.04	G <input type="checkbox"/> 7	\$2,957.29
	C <input type="checkbox"/> 3	\$1,632.29	H <input type="checkbox"/> 8	\$3,288.54
	D <input type="checkbox"/> 4	\$1,963.54	I <input type="checkbox"/>	There are more than 8 people in my family
	E <input type="checkbox"/> 5	\$2,294.79		Add \$331.25 for each additional person.
			Number: <input style="width: 50px;" type="text"/>	Total Income: <input style="width: 100px;" type="text"/>

If you checked a box in step 7 (A through I), complete steps 9 through 15. Then skip to step 24.

8	My income is not enough to pay for the common necessities of life for me and the people in my family, and also pay the filing fee.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	If yes, fill in steps 9 through 24.				

Monthly Income and Expenses

9	My gross monthly pay is: \$	10	My income changes each month: <input type="checkbox"/> Yes <input type="checkbox"/> No		
11	Number of persons living in my home:		12	Other money I get each month:	
	Name	Age	Relationship	Monthly Income	Source:
	A	\$			A \$
	B	\$			B \$
	C	\$			C \$
	D	\$			D \$
	E	\$			E \$
	F	\$			F \$
15	My total gross monthly household income:		\$	13	Total other money: \$
16	My payroll deductions are:			14	My monthly income: \$
	A	\$	\$	E	
	B	\$	\$	F	
	C	\$	\$	G	
	D	\$	\$	H	
			17	My total payroll deduction amount is: \$	
18	My monthly take home pay is:	\$	19	My net monthly income: \$	
20	I own or have interest in the following property:				
	A	Cash	\$	C	Cars, other vehicles, and boats (List make and year)
	B	Checking and savings (List banks):			Property
		1)	\$		Value
		2)	\$		Loan Balance
		3)	\$		
		4)	\$	D	Real estate (List addresses)
					1) \$ \$
					2) \$ \$
21	My monthly expenses are:				
	A	Rent or house payment	\$	J	Installment payments (specify)
	B	Food and household supplies	\$		1) \$
	C	Utilities and telephone	\$		2) \$
	D	Clothing	\$		3) \$
	E	Laundry and cleaning	\$		Total installment payments: \$
	F	Medical and dental	\$	K	Wage assignment or withholdings \$
	G	Insurance	\$	L	Spousal or child support \$
	H	School, books, child care	\$	M	Other:
	I	Transportation and auto expenses	\$		1) \$
					2) \$
					Total other expenses: \$
22	Total monthly expenses:				\$
23	I have attached other information that supports this application on a separate sheet.				<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature Section

24	I declare under penalty of perjury under the laws of the state of California that the information on this form and all the attachments is true and correct.	
	Signature of Claimant	Date

