

DFO Community Corrections
Corrections Finance
2117 Campus DR SE, STE 200
Rochester, MN 55904

Probation Fee Determination Application

The service(s) that you receive through DFO Community Corrections has a fee for Probation Services. The fee is determined on a sliding scale based on the household income and family size. This determination is good for a year, unless your financial situation changes significantly within the year. Please let us know if you are currently on a Public Assistance cash program, as this may qualify you for a zero-fee status. With your permission, we would verify your participation in the cash program monthly, and then you would not have to complete the Probation Fee Determination Application.

To determine your fee, we need you to do the following actions. If you have any questions, please call 328-6473.

1. Provide all the information requested in the application form.
2. Include a copy of your **most recent Federal Income Tax Return (1040)**, including W-2's or a copy of your **Full Earnings Record** from the Social Security Administration office by calling 1-800-772-1213 or registering for a My Social Security Account at [social security website](#) if you do not file an income tax return or only receive Social Security benefits. There is an example of an earnings record and benefit statement attached to this application.
3. Sign and date the application.
4. Mail the application to the address noted at the top of the application form, or email to CorrectionsFinance@olmstedcounty.gov

Name of Client:

Date of Birth:

Street Address:

City, State, Zip Code:

Telephone #

Social Security #

DFO Client #

List of Family Members Living at the Above Address:

Name	Relationship to Client	Birth Date

1. I declare to the best of my knowledge, that the information I provided in this form is true and accurate.
2. With my permission, you may verify my participation in a Public Assistance cash program monthly, as this may qualify me for a zero-fee status.
3. I have had the opportunity to read and ask questions regarding **Your Privacy Rights** noted below

Client Signature _____ Date _____

Your Earnings Record

Years You Worked	Your Total Social Security Earnings	Your Total Medicare Earnings
1997	\$ 331	\$ 331
1998	334	334
1999	2,681	2,681
2000	887	887
2001	2,063	2,063
2002	137	1,484
2003	0	0
2004	10,277	10,547
2005	11,256	11,256
2006	0	0
2007	4,896	4,896
2008	25,969	25,969
2009	52,521	52,521
2010	56,210	56,210
2011	56,197	56,197
2012	24,300	24,300
2013	14,824	14,824
2014	35,120	35,120
2015	53,655	53,655

Your Privacy Rights

This sheet tells you about your rights under the Minnesota Government Data Practices Act. The Act protects your privacy, but also lets us give information about you to others if a law requires it and we tell you before we do it. This sheet tells why and when we ask for and give information about you. It applies to all future contacts you have with this agency. The contacts may be made in person, by mail or on the telephone.

Why do we ask for this information?

We may ask you for information so we can decide if you can pay for any of the services you are provided and collect on any balance due.

Do you have to answer the questions we ask?

Generally, the law does not say you have to give us this information. Federal laws require you give us your social security number if you need financial help.

What will happen if you do not answer the questions we ask?

We need information about you to determine if you qualify for financial assistance with any program. Without the requested information, we may not be able to qualify you, or it may be too late. **This Probation Fee Determination Application cannot be processed without requested information.**

Who may we share this information with and why?

We may give the information about you to appropriate agencies if they need it for investigative purposes or to help you. This does not mean that we always share information about you with these agencies. It only says that there is a law that says we may share this information with these agencies at times. If you have questions about when we give out this information, please contact our agency.

You have the right to see information we have about you.

- You may ask if we have information about you.
- If we have information about you, you may ask to see it or ask for copies. You may have to pay for copies.
- You may give other people permission to see and have copies of private data about you.
- If the information is unclear, you may ask to have it explained to you.

How do you appeal if you think the information is not accurate or complete?

- Your appeal must be in writing and sent to the Director of DFO Community Corrections. You must tell why the information is not accurate or complete. You may send your own explanation of the facts in disagreement. Your explanation will be attached anytime the information is requested or shared with another agency. For more information contact DFO Community Corrections.
- If you disagree with DFO Community Corrections determination to your appeal you may then appeal to the Department of Administration. Check with your agency on how to do this.