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Request For Hardship Waiver

Pursuant to Section 8.54.065 of the Kern County Ordinance Code, a person who requests an Administrative Hearing may also request a Hardship Waiver of the requirement to pay the amount of the Administrative Fine prior to the Administrative Hearing within 15 days of the date of the issuance of the citation. The Request for Hardship Waiver must be filed with the Department, together with the supporting financial documentation demonstrating your inability to pay the amount of the Administrative Fine. The Request for Hardship Waiver must be filed at the same time as the Request for Administrative Hearing.

INFORMATION AND INSTRUCTIONS

Financial Hardship

If you are contesting an Administrative Fine, you must demonstrate that payment of the fine would be a financial hardship. In evaluating the existence of a hardship, the department will consider the amount of your annual household income. A hardship exists if your annual household income is less than or equal to 150% of the Federal Poverty Level. Annual income includes income from all sources including, but not limited to: salaries, commissions, tips, interest, dividends, social security, annuities, pensions, welfare, alimony, child support and unemployment. A photocopy of your most recent Federal Income Tax return must be provided with a valid Driver's License or DMV-issued identification card. If a tax return was not filed, other documentation substantiating your income, such as your W-2 Form(s) or verification of public assistance, may be used to substitute for the tax return.

Required items for Request For Hardship Waiver (Application will not be accepted if an item is missing):					
1. Completed Request for Hardship Waiver application with original signature.					
2. The request must be received by the Department within ten (15) calendar days following the date of service on the Notice of Violation and Administrative Fine (Administrative Citation) at Kern County Animal Services or by mail.					
3. The required financial documentation discussed above and any additional evidence demonstrating your financial inability to deposit the amount of the administrative fine that you want the Department to consider.					
4. The completed Request for Administrative Hearing application, which must accompany this hardship request.					
1. Subject Property and/or Animal					
Name of Requestor:				Date Application Filed:	
Address or Location of Property:				Date Administrative Citation was Served:	
Daytime Phone:				Admin Citation #	Badge #
Animal Type: Dog Fowl Other:				Request for Admin Hearing Attached: ☐ Yes ☐ No	
Name:	Breed:	Color:	Age:	Lic #:	Amount of Administrative Fine: \$

2. Statement demonstrating the requestor's inability to pay the amount of the administrative fine. (Please attach the required financial documentation.)

[illegible]

The Department will review your Request of Hardship Waiver and determine, at its sole discretion, whether or not to grant the request. Written notice of the determination will be provided by U.S. Mail to the responsible person at the address listed in the Request for Administrative Hearing. If a Request for Hardship Waiver is granted, no payment of the Administrative Fine will be required prior to the determination of the Administrative Hearing. In the event that the hardship waiver is not granted, failure to make a timely deposit following the denial will constitute a waiver to an Administrative Hearing.

3. Requestor Certification

I hereby certify under penalty of perjury that the information provided herein including all attachments is true and correct to the best of my knowledge.

By: _____ Signature: _____ Date: _____
(Print or Type Name) (Black or Blue Ink)