

PERSONNEL SERVICES BULLETINS (PSBs)

100-9

Subject: Examination Application Fees and Processing Fees

Supersedes: Personnel Services Bulletin Number 100-9 issued December 4, 2018

Source: General Examination Regulations E 3.1, E 3.4 and E 3.5

Date: September 8, 2021

I. Background

Individuals who are applying for civil service examinations and for appointment or change in status without competitive examination are required to pay fees. These fees will generally be based upon the minimum incumbent salary rate of the title being sought (regardless of appointment level) and may be waived under certain circumstances.

An examination application fee must be paid by an applicant at the time of submitting the application for any civil service examination. This fee is required in the Notice of Examination, in accordance with General Examination Regulation E 3.1.

A processing fee must be paid by an employee in connection with any request for appointment or change in status without competitive examination including appointments to non-competitive, exempt, and labor class positions as well as provisional appointments and transfers, title changes and reinstatements.

II. Policy

Unless waived pursuant to subsection II (C) of this Personnel Services Bulletin (PSB), an examination application fee is required for all examinations and a processing fee is required for all appointments and actions listed above for all positions which are full-time or at least 20 hours per week. Following are the general policies regarding these fees as well as waivers.

A. Examination Application Fees

The required examination application fee for a civil service examination is specified in each Notice of Examination. Examination application fees are based on the minimum salary rate of the title to which appointment is being sought. The required fee schedule is set forth in subsection III (A) of this PSB.

1. Processing fees for non-managerial actions are based on the minimum incumbent salary rate of the title to which appointment is being sought (regardless of appointment level). To determine the amount of the processing fee, refer to the fee schedule in subsection III (A) of this PSB.

2. Processing fees for non-list appointments to managerial positions (e.g., provisional, transfer, reinstatement, change of title, etc.) and for appointments to exempt class positions are based on the actual appointment salary rate. To determine the amount of the processing fee, refer to the fee schedule in subsection

III (A) of this PSB.

B. Processing Fees

1. Processing fees for non-managerial actions are based on the minimum incumbent salary rate of the title to which appointment is being sought (regardless of appointment level). To determine the amount of the processing fee, refer to the fee schedule in subsection III (A) of this PSB.
2. Processing fees for non-list appointments to managerial positions (e.g., provisional, transfer, reinstatement, change of title, etc.) and for appointments to exempt class positions are based on the actual appointment salary rate. To determine the amount of the processing fee, refer to the fee schedule in subsection III (A) of this PSB.

C. Waivers of Examination Application and/or Processing Fees

Set forth below are circumstances in which DCAS waives application and/or processing fees. Approval of most fee waivers will require that applicants/candidates submit supporting documentation to DCAS.

1. NYC Public Assistance Recipients

Examination application fees and processing fees are waived for NYC residents receiving cash assistance under the Temporary Assistance for Families and Safety Net programs of the NYC Department of Social Services.

2. Unemployed

Examination application fees and processing fees are waived for candidates who certify that they are unemployed and primarily responsible for the support of a household (CSL § 50.5(b)).

3. Medicaid or Supplemental Social Security Income (SSI) Recipients

Examination application fees and processing fees are waived for individuals who are eligible for Medicaid, or are receiving SSI payments.

4. Workforce Investment Act Program Participant

Examination application fees and processing fees are waived for candidates who are participants certified eligible for a Workforce Investment Act program through the City's Workforce1 Career Centers.

5. Unlimited Use Veterans' Examination Application Fee Waiver

Examination application fees are waived for eligible veterans who meet the following criteria at the time of filing:

- a. Is a United States citizen or an alien lawfully admitted for permanent residence; and
- b. Has received an honorable discharge or has been released under honorable conditions from the Armed Forces (Army, Navy, Marine Corps, Air Force and/or Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law); and
- c. Has served on full-time active duty, other than active duty for training

6. Temporary Appointments from Civil Service Lists

Processing fees are waived for temporary appointments made from civil service lists, but are not waived for other temporary appointments.

7. Provisional Appointments of Exam Applicants

Agencies may request that the processing fee be waived for provisional appointments of individuals who have previously paid an application fee for an examination for the same title, if the list has not yet been established.

8. Non-Competitive Appointment of Disabled

Processing fees are waived for non-competitive appointments of physically or mentally disabled individuals under Personnel Rule and Regulation (PRR) 3.2.10 (Civil Service Law § 55-a).

9. Functional/Negotiated Transfers

Processing fees are waived for appointments, transfers and changes of titles due to:

- a. Functional transfers pursuant to Civil Service Law §70.2 (PRR 6.1.2).
- b. Negotiated transfers pursuant to Civil Service Law §70.6
- c. Special transfer lists upon agency abolition of a position (PRR 6.1.5).

10. Preferred/Recall Lists

Processing fees are waived for appointments from preferred or recall lists.

11. Returning Employees Terminated for Economic Reasons

Processing fees are waived for employees whose employment was terminated for economic reasons and who are rehired up to one year from the date of separation. This one-year limit on the period of separation does not apply to those appointed from preferred or recall lists.

12. Reinstatement after Disability Separation

Processing fees are waived for reinstatements pursuant to PRR 6.2.5 (CSL § 71) and CSL § 73 after separation for disability.

13. Court or Civil Service Commission Actions

Processing fees are generally waived for actions ordered by administrative or legal stipulation, agreement or order.

14. Title Change during Disability

Processing fees are waived for title changes pursuant to PRR 6.1.7 for a period of disability.

15. Special Appointments

Processing fees are waived for the following:

- a. Appointments to City Service Aide (PRR 5.7.5).
- b. Appointment as a non-competitive student trainee including Cooperative Education Trainee, College Aide, Public Service Intern, High School Student Aide, Summer College Intern, Summer Graduate Intern and Engineering Work Study Trainee.
- c. Non-competitive seasonal appointments to City Seasonal Aide.

- d. Seasonal appointments under PRR 5.6.1, for seasonal appointments in consecutive years.
- e. Appointment as a Lifeguard or Chief Lifeguard.

16. Demotions and Bumping

Processing fees are waived for demotions due to suspensions for economic reasons (bumping) or for other reasons.

17. Maturation without Further Examination

Processing fees are waived for permanent competitive employees who mature without further examination to the designated higher title (PRR 5.8.1).

18. Reclassifications

Processing fees are waived for reclassifications mandated by classification resolutions. In addition, employees who are serving in a temporary title pending classification to the non-competitive or exempt class will have the processing fee waived when they are moved to the newly classified title.

19. Discretionary Waiver

Examination application fees and processing fees may be waived by the Deputy Commissioner for Human Capital, at his/her discretion, if compelling circumstances are demonstrated.

III. Procedure

A. Application Fee and Processing Fee Schedule

Examination Application/ Processing Fees Schedule	
Salary	Fee
Under \$30,000	\$40
\$30,000 - \$34,999	\$47
\$35,000 - \$39,999	\$54
\$40,000- \$44,999	\$61
\$45,000 - \$62,999	\$68
\$63,000 - \$69,999	\$82
\$70,000 - \$74,999	\$85
\$75,000– \$79,999	\$88
\$80,000– \$89,000	\$91
\$89,001 – \$99,999	\$96
\$100,000 & over	\$101

B. Payment Procedures for Examination Application Fees

- a. Online – Applicants may pay the application fee using the DCAS [Online Application System 2.0 \(OASys 2.0\)](#) for the following pay method options:
 - i. Credit, bank, debit card (including prepaid debit cards with a major credit card logo).
 - ii. Money Order – made payable to DCAS (EXAMS)
 - iii. Fee Waiver – must provide the required supporting documentation pursuant to subsection II (C) (1), subsection II (C) (2), subsection II (C) (3), subsection II (C) (4), or subsection II (C) (5) of this PSB
- b. In person – Applicants may visit one of the DCAS' Computer-based Testing & Application Centers (CTAC) locations to apply for examinations and pay application fees using any of the pay methods described within III.B.a. The DCAS CTAC locations are:
 - i. 2 Lafayette St., 17th Floor in lower Manhattan
 - ii. 210 Joralemon St., 4th Floor in downtown Brooklyn
 - iii. 118-35 Queens Blvd., 5th Floor in Queens
 - iv. 135 Canal Street., 3rd Floor in Staten Island
 - v. 1932 Arthur Ave., 2nd Floor in the Bronx
 - vi. Any additional CTAC listed on the DCAS website at ww.nyc.gov/dcas
- c. By mail – Applicants may pay the application fee by mail for the following pay method options only to Administration, Customer, and Exam Support Group, 1 Centre Street, 14th Floor, Room 1448, New York, NY 10007:
 - i. Money Order – made payable to DCAS (EXAMS)
 - ii. Fee Waiver – must provide the required supporting documentation pursuant to subsection II (C) (1), subsection II (C) (2), subsection II (C) (3), subsection II (C) (4), or subsection II (C) (5) of this PSB

Refer to the [OASys 2.0](#) homepage for more information on filing for examinations, paying applicable examination application fees and/or applying for a fee waiver. Additional information is also available in the FAQs or by visiting one of the DCAS CTACs.

C. Payment Procedures for Processing Fees

1. For agencies under the New York City Automated Personnel System (NYCAPS):

All required processing fees will be paid by an automatic one-time salary deduction. To initiate these deductions, agencies will follow the instructions in the Processing Fee Job Aid issued by NYCAPS Central and located on Cityshare. Agencies will be responsible for the completion of the Comprehensive Personnel Document (CPD- B) including all attachments and retaining them in the employee's Traveling Personnel Folder (TPF). Employment application forms must be readily available in the hiring agency for any investigation or post-audit review. The DCAS Investigation Unit will continue to request employment forms when necessary. DCAS will also

continue to audit all provisional appointments and promotions to ensure that they are not made in the face of a civil service list.

Documents for transfers, reinstatements, and title changes must continue to be forwarded to the DCAS Civil Service Transactions Unit

Also note that all waivers of processing fees are subject to post-audit review and will be closely monitored. An explanation of, and any required documentation for, each such waiver must be included in the TPF.

2. For agencies not under NYCAPS:

All processing fees must be paid by money order made out to DCAS and sent by the agency personnel office with the appropriate documents to DCAS, 1 Centre Street, 21st Floor, New York, NY 10007. On either the Comprehensive Personnel Document (CPD-A/B) or the Update Personnel Document (UPD-A/B), indicate:

- "Y" or "N" for "At least 20 hours a week."; and
- "Y" if the processing fee is waived or "N" if the processing fee is required.

Processing fees and documents for transfers, reinstatements and title changes should be sent to DCAS Civil Service Transactions Unit. Processing fees for provisional, non-competitive class, and exempt class appointments should be sent to the DCAS Investigation Unit. In all cases, the employee's name, address, Social Security Number and the appointment title must be written on the face of the money order.

D. Submission of Incorrect Processing Fee

For NYCAPS agencies, edits in the NYCAPS system will control the amount of fee withheld as a one-time payroll deduction. For non-NYCAPS agencies, it is the agency's responsibility to submit the correct processing fee with the personnel action. Actions submitted with incorrect fees will not be approved.

E. Refund of Examination Application Fee

1. The examination application fee is nonrefundable to civil service candidates who:

- a. fail to appear for the examination;
- b. do not pass the examination;
- c. are not appointed from the list; or
- d. are found not eligible or not qualified upon investigation.

2. The examination application fee may be refunded in the following circumstances (per General Examination Regulation E 3.4) by submitting a written request to the Administration, Customer, and Exam Support group of DCAS within 30 days of the initial examination administration date:

- a. compulsory attendance before a court or other public body or official having the power to compel attendance;
- b. hospitalization; or
- c. a clear error or mistake for which DCAS is responsible.

F. Refund of Processing Fee

Processing fees are generally nonrefundable. However, if a fee was generated in error, it may be refunded. Requests for a refund must be submitted to DCAS' Deputy Commissioner for Human Capital, with an explanation. NYCAPS agencies should see FISA OPA PI Users Guide for the procedure for processing an approved refund.

Note that all refunds or corrections of processing fees are subject to post-audit review and will be closely monitored. An explanation of, and any required documentation for, each such refund or correction must be included in the employee's TPF.

It is each agency's responsibility to ensure before deducting or collecting the processing fee that:

1. the employee qualifies for the title requested; and
2. there is no civil service list in existence which would bar appointment for the title at the time of the action; and
3. the appropriate hiring approvals are in place.

IV. Disclaimer

Nothing contained herein is intended to confer rights or benefits to employees or applicants beyond those required in the law, rules and regulations and collective bargaining agreements.

Lisette Camilo
Commissioner

Inquiries: Administration, Customer, and Exam Support Group (212) 386-1711
Civil Service Transactions Unit (212) 386-0690; Investigations Unit (212) 386-0557; CST InquiryDesk (DCAS) AskCST@dcas.nyc.gov;