

# Canopy NWA Immigration Legal Service (ILS) Eligibility Criteria and Fee Schedule

## Introduction:

The Immigration Legal Services at Canopy NWA aims to provide quality legal assistance to our clients throughout their immigration journey. In that context, this document outlines the immigration legal services we offer and the eligibility criteria for these services, including information on fees and fee waivers.

## ORR Eligibility Guidelines:

The Office of Refugee Resettlement (ORR) provides guidelines to determine eligibility for general services, including legal assistance for various categories of individuals. Unless otherwise is stated, we adhere to these guidelines as a basis for determining eligibility for Canopy's Immigration Legal Services.

## Rationale for Fee Schedule:

The financial challenges many immigrants face is undeniable, and as a non-profit organization, our fee schedule is designed to ensure that our clients receive the essential initial documentation they need to establish themselves in the United States without incurring additional financial burdens. Our fees for other services are carefully determined to maintain a balance between affordability for clients and sustainability for our organization, as well as considering our legal services program capacity.

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<sup>1</sup> ORR guidelines can be found here: <https://www.acf.hhs.gov/orr/policy-guidance/status-and-documentation-requirements-orr-refugee-resettlement-program#paroled>

### Fee Schedule:

Canopy offers **free and low-cost initial immigration services and consultations** for ORR-eligible individuals residing in Arkansas. These services include assistance with the following forms and petitions:

<b>Form</b>	<b>Service</b>	<b>Fee</b>
I-765	Initial Employment Authorization Document (EAD)	\$0
I-485	Initial Green Card (AOS)	\$0
N-400	Initial Naturalization (Citizenship)	\$0
N-600	Initial Certificate of Citizenship (Cert. Citizenship)	\$0
AORs	P-3, CAM, Lautenberg, and other petitions exclusive to resettlement agencies such as Canopy	\$0
Consultations		\$0

**NOTE:** USCIS charges separate fees for processing applications. Those USCIS filing fees are not reflected above, and Canopy does not cover them. The applicant is expected to cover those fees or show eligibility for an application for a USCIS fee waiver.

### Additional Services:

The following services require a consultation:

<b>Form</b>	<b>Service</b>	<b>Fee</b>
—	Consultation	\$0
N-400	Naturalization (Citizenship)	\$100
N-565	Replace Naturalization Certificate	\$300
N-600	Certificate of Citizenship	\$200
I-90	Renew/Replace Green Card	\$110
I-131	Application for Travel Document	\$150

I-485	Adjustment of Status for refugees/asylees	\$300
I-730	Refugee/Asylee Relative Petition	\$100
I-765	Employment Authorization	\$100

**NOTE:** No one will be turned away based on inability to pay. A fee waiver is available for those who qualify. USCIS charges separate fees for processing applications. Those USCIS filing fees are not reflected above. The applicant is expected to cover those fees or show eligibility for an application for a USCIS fee waiver unless otherwise specified according to Canopy’s written policy.

### Fee Waiver Determination for Legal Services:

We strive to make our legal services accessible to all clients, regardless of their financial situation. We offer a fee waiver determination process based on the following criteria:

1. **Clients with means-tested benefits:** Our legal service fees are waived 100% for clients who can provide proof of receiving means-tested benefits.
2. **Clients without means-tested benefits:**  
For clients who do not qualify for means-tested benefits but are experiencing financial hardship, Canopy will use the national poverty guidelines (as outlined by ASPE on [hhs.gov](https://www.hhs.gov)) to adjust service fees for individuals and households at or below 150% of the federal poverty level.

### Note on Accepting Cases:

Please be advised that our ability to accept and file a particular case depends on several factors, including our program capacity and our confidence in our legal ability to handle the specific case (*i.e.*, involving crimes). We strive to provide the best possible assistance to all clients, and our decision to take on a case will always be made with the best interests of our clients in mind. If we are unable to accept a case due to these factors, we will do our best to provide guidance and referrals to other resources that may be able to help.