



STATE OF NEW JERSEY

In the Matter of Tiyanna Thomas, Correction Officer Recruit (S9988U) and Entry Level Law Enforcement Examination (S9999U) FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

Examination Appeal

CSC Docket No. 2017-1415

ISSUED: APR 1 9 2017

(JH)

Tiyanna Thomas requests that her applications for the Correction Officer Recruit (S9988U) examination and the Entry Level Law Enforcement Examination (S9999U) be processed.

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By way of background, Ms. Thomas filed applications for the S9988U test on July 5, 2016 and for the S9999U test on July 28, 2016. She requested a fee exemption on each application. In emails sent August 9, 2016, regarding the S9999U application, and August 16, Agency the Division of S9988U application, regarding (OAS.FeeSupport@csc.nj.gov) indicated that while it had Ms. Thomas' previous benefit information on file, the emails requested "proof of current eligibility within the past 12 months" which was due by August 17, 2016 for the S9988U application and August 26, 2016 for the S9988U application. Furthermore, the emails indicated that if Ms. Thomas did not have the requisite documentation, she could provide a check or money order in the amount of \$50 for the S9999U application and \$35 for the S9988U application. Agency Services indicated that Ms. Thomas did not provide proof or the application processing fees as indicated in the above noted emails.

On appeal, Ms. Thomas indicates that she "email[ed] pape[r] work over to OAS.FeeSupport.com." In support of her appeal, she provides a copy of an email sent August 17, 2016 to OAS.FeeSupport@csc.nj.gov with attached documentation dated July 15, 2016 showing that she receives Work First New Jersey benefits.

CONCLUSION

N.J.A.C. 4A:4-2.17(c) provides that applications received without a fee shall not be processed unless the applicant submits, within the time required by written notice from the Civil Service Commission, the required fee or, for open competitive applications, proof of exemption. N.J.A.C. 4A:4-2.17(d) provides that an applicant for an open competitive examination will be granted a waiver of the fee if the applicant provides documentation showing that, as of the closing date, he or she is receiving General Assistance benefits, benefits under the Work First New Jersey Act or Supplemental Security Income. Proof must consist of one of the following:

- 1. General Assistance -- a copy of the applicant's benefits identification card (if one was issued) or a letter from the applicant's local municipal welfare director.
- 2. Work First New Jersey Act -- a copy of the applicant's Families First card.
- 3. Supplemental Security Income -- a copy of the applicant's latest annual award letter or proof of the applicant's Medicaid identification number for S.S.I. benefits

In the present matter, Ms. Thomas has provided evidence showing that she submitted the requisite documentation indicating that she receives benefits, as of the closing date, under the Work First New Jersey Act, by the August 17, 2016 due date. Accordingly, she should be provided with fee exemptions for her applications for S9988U and S9999U.¹

ORDER

Therefore, it is ordered that this request be granted, the appellant's applications be processed and the appellant be scheduled for a make-up examination.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE CIVIL SERVICE COMMISSION ON THE 19TH DAY OF APRIL, 2017

Robert M. Czech

Chairperson

Civil Service Commission

¹ As indicated in the 2016 Law Enforcement Exam (LEE) Administrative Guide, "along with the 2016 LEE announcement, there also are/were separate 2016 announcements for Parole Officer Recruit, Parole Officer Recruit Bilingual in Spanish and English, and State Correction Officer Recruit. Anyone who applies (or has applied) for more than one of these four announcements will only have one opportunity to sit for the exam, regardless of the number of titles for which they have applied. The score achieved on the exam will be applied to any of [the] titles for which you have applied."

Inquiries and Correspondence

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