

Rural Transportation for Persons with Disabilities (PwD) Project Eligibility and Registration Form – Instructions for Agency

The standard eligibility and registration form is a total of four pages. This form is also available in large print and other formats (Braille and on tape) should be made available. The following instructions summarize the major sections of the form and provide assistance in effectively completing the form and obtaining the required documentation.

Introductory Section — Content

- Persons who are eligible for the PwD project's reduced fare transportation service are identified;
- Applicants are instructed to complete the eligibility and registration form and provide written verification of a disability to EMTA;
- EMTA's address and telephone number must be inserted: the telephone number is for questions about the program and the provision of the form in an alternate format;
- Applicants are informed that the information provided in eligibility and registration form will be used to determine eligibility for the PwD project, for data collection purposes, and to determine eligibility for other programs, such as the MATP;
- The confidentiality of the form is stated.

Part 1: General

- Applicant's name, address and other identifying information are to be printed on the form;
- The applicant is asked whether he or she has a disability based on the ADA definition;
- The ADA definition of a disability is quoted.

Part 2: Written Verification That You Are A Person With A Disability

- Inform applicants that written verification of a disability is required for participation in the PwD project;
- Request applicants with an existing form of written verification to submit it to EMTA
Please contact EMTA Customer Service Department to see if your decimation meets the criteria set forth by PENNDOT;
- Instruct applicants without some form of written verification to contact one of the organizations, or similar, listed on page 2 of application for confirmation of a disability or use Attachment F, the EMTA PwD project's certification of disability form;
- The applicant must identify the organization providing the written verification.

Note: EMTA's name must be inserted in section 2 as the contact agency for the certification of disability form.

Part 3: Income and Household Related Data

- Explain to applicants that income and household information is important to decision-making for the project, but not an eligibility requirement for the PwD project discount;
- An applicant's gross annual income is the same as that reported for tax purposes;
- Household size means the number of persons who reside in a private residence with the applicant.

Part 4: Avoiding Duplication of Transportation Services

- Remind applicants that the PwD project is not to replace current transportation services;
- If current transportation services and costs are covered by another program, the applicant must identify all of the funding sources from the list provided;
- Ask current MATP clients to provide card issue and recipient numbers;
- EMTA is to check that, if an applicant's household income is within the ranges of the annual Federal Poverty Income Guidelines, if so inform the applicant that they are being referred to the County Assistance Office (CAO) for MATP determination;
- EMTA is to check that the applicant's registration form has been faxed to the CAO and provide the date of the referral;
- EMTA staff person making the referral to the CAO is to initial the form and notify the applicant, within 3 days, that the referral has occurred;
- Additional information about the MATP is provided in the MATP eligibility guidelines that are in the form's supporting information section.

Part 5: Information So We May Serve You Better

- Ask applicants to indicate whether or not they have a permanent disability based on the standard definition that is provided;
- If an applicant does not have a permanent disability, they are to specify how long the disability is expected to last;
- Regarding the nature of the disability, place a check mark next to all of the listed disabilities that are applicable;
- Applicants with a mobility disability are to check all of the mobility aids that are used;
- The applicant is to check whether or not they need a personal care attendant or escort;
- If a personal care attendant or escort is needed sometimes, ask the applicant to describe when the assistance is needed;
- Request name and contact information for an emergency contact (optional);
- Ask the applicant whether there is anything else that EMTA needs to know in order to provide better service;

Part 6: Release of Information and Your Certification of the Application Form

- The first part of this section is a release of information statement that gives permission for EMTA to receive information about an applicant's disability from a health organization;
- The applicant or the person completing the form must confirm permission for a release of information by signing and dating the form;
- The next section is a statement that certifies the applicant's understanding of the PwD project application process and the validity of the information provided;
- The applicant or the person completing the form must confirm the certification statement by signing and dating the form;
- If the applicant did not complete the form, the last line requests the name and telephone number of the person who completed the form and that person's relationship to the applicant.

Eligibility and Registration Form – Supporting Information

- Documentation of Disabilities – This section references Attachment A, which describes three disability categories: mental impairment, including development disabilities; physical impairment; and major life activities. These disability categories relate to the question concerning the nature of an applicant’s disability in Part 5 of the form.
- This section also restates the requirement in Part 2 of the form that written verification of a disability must be provided. Some examples of organizations that can document a client’s disability are cited. Attached are the following samples of agency forms that are acceptable for the determination and verification of a disability:
- Attachment B – This form, which must be completed by a physician or agency, is used by the EMTA to verify an applicant’s disabling condition and need for special transportation services. PwD project transit agencies will need to utilize this type of form when an applicant cannot provide current verification of a disability and needs to obtain the written verification from a physician or agency.
- Attachment C – This comprehensive medical examination form is used by the Office of Vocational Rehabilitation to obtain the information that it needs for the determination of a mental or physical disability. The form includes the signatures of a counselor and a physician. Some PwD project applicants may provide this form as written verification of a disability.
- Attachment D – This application for attendant care services may be provided by some applicants as written verification of a disability.
- Attachment E – OSP/OBRA waiver eligibility review form is another example of a document that verifies an applicant’s disability.
- Attachment F – The PwD project certification of disability form can also be used to verify that an applicant has a disability. The transit provider must insert its name and telephone number in the first section of this form. The provider’s name and address must also be added at the bottom of the form.

Note: Attachment G are income ranges for 235% of the Federal Poverty Income Guidelines.