

TD Trust Fund Eligibility Criteria **Adopted May 22, 1997**

POLICY STATEMENT:

It is the intent of the Commission to set forth eligibility requirements for consumers of the Transportation Disadvantaged Program.

At a minimum, each CTC shall set the following criteria to determine eligibility for Transportation Disadvantaged Trust Fund (TDTF) (non-sponsored) monies:

- ▶ **No other funding available.** A customer would not be considered eligible for TDTF when another purchasing agency is responsible for such transportation.
- ▶ **No other means of transportation is available.** As specified by the LCB and CTC.
- ▶ **Public Transit.** If fixed-route public transit is available the customer must demonstrate why it cannot be used.
- ▶ **Physical or mental disability.** A disability as outlined in the Americans with Disabilities Act of 1990.
- ▶ **Age.** As specified by the CTC and the LCB.
- ▶ **Individual and household income status is a specified percent of the poverty level.** As specified by the CTC and LCB.
- ▶ **No self-declarations allowed.** The CTC will use an enrollment process that substantiates the individual's ability to meet the criteria listed and any other CTC determined criteria.
- ▶ **Ability to pay.** The CTC and LCB may establish an ability to pay policy for "non-sponsored" customers using a sliding scale based on the customer's income and/or assets status.

**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
TRUST FUND ELIGIBILITY CRITERIA**

Section 427.011(1), F.S., defines "transportation disadvantaged" as:

those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411.202, F.S.

Section 427.0159(3), F.S., states that

Funds deposited in the trust fund may be used by the commission to subsidize a portion of a transportation disadvantaged person's transportation costs which is not sponsored by an agency, only if a cash or in-kind match is required. Funds for nonsponsored transportation disadvantaged services shall be distributed based upon the need of the recipient and according to criteria developed by the Commission for the Transportation Disadvantaged.

In accordance with the definition of transportation disadvantaged, the Commission has established eligibility criteria that must be met. To assure that individuals are eligible to have a portion of the transportation costs subsidized by the Transportation Disadvantaged Trust Fund, an eligibility screening process will be developed by each Community Transportation Coordinator and Local Coordinating Board. This process will include the development of criteria by the CTC and LCB, a method by which the criteria can be determined, a procedure for when and how often the screening process will occur and an application for each person whose transportation is subsidized with TDTF.

The Operations Element of the Transportation Disadvantaged Service Plan, subsection of eligibility, should be amended to include Commission and locally established eligibility criteria. This includes submitting a copy of the application that will be used by the CTC when screening customers. This section should identify all eligibility criteria as established by the Commission. This would include local eligibility criteria jointly developed by the LCB and the CTC, and approved by the LCB. Each criteria must be addressed, along with an explanation of how eligibility will be determined for each criteria. Also, it should include what local record keeping procedures will be used to maintain customer eligibility screening and final determination.

The eligibility screening process is, at a minimum, A TWO-STEP PROCESS. The first step of the screening would be to determine (1) if the person is unable to transport his/her self or (2) if the person is unable to purchase transportation. Once this has been addressed, the next step is to establish why the person was unable to transport his/her self or unable to purchase transportation, based on the eligibility criteria approved by the Commission. The individual does not have to meet all of the criteria of the second step in order to be deemed eligible for nonsponsored transportation services.

Listed below are the Eligibility Criteria as approved by the Commission. Under the heading of "Methods" are examples of specific criteria and, examples of approaches that could be used to determine a person's eligibility. These "methods" are only provided as *examples*, and are not specifically what the Commission

has required to be adopted.

Criteria: *No other funding available. A customer would not be considered eligible for TDTF when another purchasing agency is responsible for such transportation.*

Method: Ask rider if they are currently a client of any other programs. Determine if the trip purpose is eligible to be funded as a service of another agency.

Criteria: *No other means of transportation is available. As specified by the CTC and the LCB.*

Example:

No other means of transportation is available, including relatives, friends, volunteers, free services provided by some agencies.

Method: Ask rider if a family member or friend could take them. Ask rider how they arrived to appointments before. Look into vehicle registry. Become familiar with agencies that provide free transportation, with volunteer services.

Criteria: *Fixed Route Public Transit. If the fixed route public transit is available the customer must demonstrate why it cannot be used.*

Example:

If individual is deemed eligible, utilize bus passes, tickets or tokens as appropriate.

Method: Utilize criteria to determine use of bus passes and paratransit services

Criteria: *Physical or mental disability. A disability as outlined in the Americans with Disabilities Act of 1990.*

Method: Ask the rider if they need any assistance or any special accommodations.

Criteria: *Age. As specified by the CTC and the LCB.*

Example:

Rider are eligible to access services if they under 17 or over 60, unless they meet another eligibility criteria.

Method: Ask for rider's birth date.

Criteria: *Individual and Household income status is a specified percent of the poverty level. As specified by the CTC and the LCB.*

Examples:

- Rider are eligible for transportation services if their individual and household income status is 125% of poverty level.

- Look at income levels required by other programs and make Transportation Disadvantaged Trust Fund eligibility the same or a little higher to be able to transport for other purposes beyond program trips.

Method: Ask the rider the total household income.

Criteria: *No self declarations allowed. The CTC will use an enrollment process that substantiates the individual's ability to meet the criteria listed and any other CTC determined criteria.*

Method: Have application on file for each rider of system, that will indicate why each rider was eligible for a portion of the transportation costs to be subsidized by the Transportation Disadvantaged Trust Fund. Application could simply indicate individual is eligible for TDTF by virtue of being eligible for Medicaid or any other agency funded transportation service. The application would reflect the name of the agency whose eligibility determination was used to determine TDTF eligibility.

Have client information in client database on computer with ability to access each client.

Criteria: *Ability to pay. The CTC and the LCB may establish an ability to pay policy for "non-sponsored" customers using a sliding scale based on the customer's income and/or assets status.*

Examples:

- A sliding scale will be used for customers to pay for their transportation. This scale will be based on the customer's income and/or assets. Those whose income/assets total more than \$500 a month will pay \$1.00 per trip.
- Currently the CTC and LCB do not feel it is necessary to establish a sliding scale passenger fare based on the customer's income and/or assets status.
- Passenger fare will be \$_____ for each one way trip.

Method: If using a sliding scale, ask rider what income and assets equal. Ask the rider what are they able to pay towards the cost of transportation.

STEPS:

- 1) **No Self-Declarations**
- 2) **No other means of transportation**
- 3) **No other funding**
- 4) **Met age and/or income and/or physical or mental disability**
- 5) **If eligible, can use fixed route?**
- 6) **Determine fare if sliding scale.**