



Andrew J. Spano
County Executive

Office for the Disabled
Evan Latainer
Director

Dear ParaTransit Applicant:

I am enclosing an application for Westchester County's Bee-Line ParaTransit system, a curb-to-curb alternative service for people who are unable to use the regular Bee-Line Bus System.

Please take a few minutes to read the enclosed materials that explain the parameters of this program; then answer the questions regarding how your disability creates barriers when utilizing regular Bee-Line Buses. You must have your physician complete the Doctor's certification form that you will find attached towards the back of the application. **Please submit the original form that the doctor signs. We will not accept faxes or copies of the Doctor's certification. You must also submit one (1) 1 1/2" x 1 1/2" photos to be used on your rider ID card.** You may also use a recent photo and cut an existing photo to size if necessary. **Your application will not be processed without a photo.** Please fill in all questions, incomplete applications will be returned which will delay the review process.

Upon completion of your application you must call The Office for the Disabled to set up an interview to review your application. **Please do not mail in the application, you must bring it with you on the day of your interview.** Interviews will be conducted on Wednesdays and Thursdays from 9:30 a.m. to 2:30 p.m. **Please note that ParaTransit service will be provided to and from the interview upon request. The ParaTransit fare will cost \$4.00 each way (please have exact change). To schedule your appointment you must call (914) 995-2955.**

Upon arrival at the Westchester County Office building you are required to enter, via the entrance on Court St. from the parking lot. It is highly recommended that if you need assistance, you should bring someone with you. **We will not provide assistance from the parking lot, but the person you bring with you will not be charged the fare.**

ParaTransit Interviews will be waived under the following conditions only:

1) **If you are over the age of 80 (then you just mail in the application, make sure it is completed and all questions have been answered and that your picture is attached to the application).**

2) **Applying for Temporary use for the first time (if you have had temporary approval already and are looking to apply for temporary usage again you now MUST come in for an interview).**

3) If you are already registered on another ParaTransit program anywhere in the United States.

If you are not required to come in for an interview, please mail your completed application along with your picture to:

**Westchester County Office for the Disabled
148 Martine Avenue – Room 102
White Plains, NY 10601**

If you have any additional questions about ParaTransit after reading all necessary information, please call us at (914) 995-2957 (v), (914) 995-7397 (TTY only).

Sincerely,



Evan Latainer, Director
Office for the Disabled

EL:tlg
Enc.



PARATRANSIT APPLICATION



Andrew J. Spano
Westchester County Executive
Evan Latainer, Director
Office for the Disabled

**WESTCHESTER COUNTY ADA
APPLICATION FOR BEELINE PARATRANSIT SERVICE**

What is Para Transit?

Para Transit is an alternative, curb-to-curb, demand-responsive public transportation service. It is designed to "mirror" the Bee-Line fixed-route service in terms of service times and areas.

Curb-to-curb and "mirroring" provisions of ADA mean that NO assistance is provided to individuals between the door of their starting point or destination and the Para Transit vehicle. Assistance is provided ONLY to help board and exit vehicles. In addition, Para Transit is required to provide service only if both the starting point and the destination of a trip are located within 3/4 mile of a Bee Line transit route during hours when that route is operating.

Who Qualifies for Para Transit?

Para Transit service is designed to serve ONLY those persons whose severity of disability prevents them from using public transportation. Under the Americans with Disabilities Act (ADA), disability alone does not qualify a person to ride Para Transit. A person must be FUNCTIONALLY unable to use the fixed-route Bee-Line service. Service is provided to the following three general groups of persons with disabilities.

1. Person's who have specific impairment-related conditions which make it IMPOSSIBLE - not just DIFFICULT to travel to or from the bus stop.
2. Person's who need a wheelchair lift when a wheelchair lift-equipped bus is not available on the route that they need to travel.
3. Person's who are unable to board, ride or exit from the Bee-Line buses even if they are able to get to a bus stop and the bus is equipped with a wheelchair lift.

Please initial in the area provided below after you have read in full the above information.

* _____ *

Please answer the following questions as completely as possible. If a question does not apply to you, clearly mark N/A in the space provided. Please note this application must be filled out in its entirety or it will be returned.

PART I GENERAL INFORMATION

1. NAME : _____

2. ADDRESS: _____ APT. #: _____

CITY: _____ STATE: _____ ZIP: _____

3. TELEPHONE NUMBER Home: (____) _____ Work: (____) _____

E-MAIL ADDRESS: _____

OTHER: _____

4. Indicate **INTERSECTION AND / OR LANDMARK** nearest to your home: _____

Indicate **BUS STOP** nearest to your home & approximate distance:

5. Date of Birth: _____ Social Security No.: _____

6. Emergency Contact:

Name: _____ Telephone Home: _____

Relationship: _____ Telephone Work: _____

7. Are you enrolled for Medicaid? Yes No

If yes, please give Medicaid Number:

What type of transportation have you been approved for by Medicaid?

Bus

Taxi

Ambulette

Ambulance

8. If someone assisted you in completing this form, please identify them:

Name: _____ Telephone: _____

PART II INFORMATION ABOUT THE APPLICANT'S DISABILITY

9. Please check the reason(s) why you are seeking ADA Para transit eligibility.

I can use regular BEE-LINE buses to go some places, but not for other places.

I can use regular BEE-LINE buses sometimes, but only if they are equipped with wheelchair lifts.

I can NEVER use a BEE-LINE because (Explain briefly): _____

10. From the following list, please check off all disabilities or symptoms that prevent you from boarding, riding or disembarking from public buses. **All areas checked off must be stated in the doctor's certification part of this application.**

General Medical Condition

Cancer _____
 Diabetes _____
 Renal _____
 Organ Transplant _____
 Other: Specify _____

Vision / Hearing / Speech Conditions

Aphasia _____
 Cataracts _____
 Glaucoma _____
 Diabetic Retinopathy _____
 Visual Field Deficit _____
 Night Blindness _____
 Partially Blind _____
 Legally Blind _____
 (20/200 or worse) _____
 Totally Blind _____
 (No light perception) _____
 Deaf _____
 Deaf / Blind _____
 Other: Specify _____

Heart & Circulatory Conditions

Angina _____
 Congestive Heart Failure _____
 Edema _____
 Heart Surgery _____
 High Blood Pressure _____
 Other: Specify _____

Neuromuscular Condition

Cerebral Palsy _____
 Brain Injury _____
 Multiple Sclerosis _____
 Muscular Dystrophy _____
 Paraplegia _____
 Parkinson's Disease _____
 Quadriplegia _____
 Spina Bifida _____
 Stroke _____
 Vertigo / Dizziness _____
 Other: Specify _____

Lung & Breathing Conditions

Allergies _____
 Asthma _____
 Cystic Fibrosis _____
 Emphysema _____
 Other: Specify _____

Bone & Joint Conditions

Amputation _____
 Broken Bone _____
 Arthritis _____
 Osteoarthritis _____
 Osteoporosis _____
 Other: Specify _____

Cognitive / Psychological

Alzheimer's _____
 Autism _____
 Dementia _____
 Mental Retardation _____
 Panic Disorder _____
 Schizophrenia _____
 Other: Specify _____

11. Is the disability described above: Temporary -OR- Permanent

IF TEMPORARY IS IT:

3 to 6 months 6 to 9 months 9 to 12 months

Part III MOBILITY AID INFORMATION

12. If you use mobility aids, check all those that apply:

Manual Wheelchair **Motorized wheelchair**

Reclining Extended Foot Rest

Please give the length and size of wheel base: _____

Scooter (i.e. Amigo)

3 Wheeled 4 Wheeled

Please give the length and size of wheel base: _____

Note: We may not be able to accommodate you if your wheelchair / scooter is longer than 48" or wider than 32" or if your total weight including wheelchair / scooter is more than 600 pounds.

Walking Device:

- | | |
|--|---|
| <input type="checkbox"/> Folding Walker | <input type="checkbox"/> Non-Folding Walker |
| <input type="checkbox"/> Crutches | <input type="checkbox"/> Cane |
| <input type="checkbox"/> Long White Cane | <input type="checkbox"/> Leg Brace |
| <input type="checkbox"/> Service Animal | |

13. Using a mobility aid or on your own, how far can you travel? Please check all that apply.

- I can not travel outside my house / apartment. _____
- I can get to the curb in front of my house / apartment. _____
- I can not travel more than 200 feet. _____
- I can travel up to 3 blocks (1/4 mile). _____
- I can travel up to 6 blocks (1/2 mile). _____
- I can travel up to 9 blocks (3/4 mile). _____

14. Will an aide or attendant be traveling with you? Yes No

15. How do you currently travel? (Check all that apply)

- | | | | | | |
|------------------------|--------------------------|-----------------------|--------------------------|-------|--------------------------|
| Drive myself | <input type="checkbox"/> | Bee-Line Para Transit | <input type="checkbox"/> | Taxi | <input type="checkbox"/> |
| Someone else drives | <input type="checkbox"/> | Van/Car Service | <input type="checkbox"/> | Train | <input type="checkbox"/> |
| Regular Bus (Bee-Line) | <input type="checkbox"/> | OTHER: | <input type="checkbox"/> | | |

PART IV QUESTIONS ABOUT USING BEE-LINE BUSES

16. Have you ever used regular Bee-Line buses? Yes No

If you answered no please explain further: _____

17. Which of the following are you able to do on a regular Bee-line Bus?
Please check Yes or No.

- | | | |
|--|------------------------------|-----------------------------|
| Can you read a Bus Schedule (including TDD, tape, voice) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Can you calculate the correct fare? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Can you put the fare in the box? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Can you cross the street when you get off the bus? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Can you follow instructions in an emergency? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you know where to get off? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Can you reach your destination when you get off the bus? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Can you get on and off a bus without a lift or ramp? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you answered "No" to any of the above, how does your disability make it **IMPOSSIBLE**?

18. Are you able to get to and from regular Bee Line bus stops on your own or using a mobility aide?

Please check all that apply.

- I cannot if there are no curb cuts.
- I cannot if road surface is uneven.
- I cannot if the street or sidewalk is too steep.
- I cannot cross busy street and intersections.
- I cannot find my way at night because of a vision problem.
- I get confused and cannot find my way.
- I probably could with instruction.
- I feel unsafe traveling alone.
- I can not recognize landmarks.
- I cannot travel outside when it is: Too Hot Too Cold
- When there is Snow / Ice on the ground

If you checked any of the above boxes please explain: _____

19. Can you wait 10-15 minutes for a regular Bee-Line bus at a bus stop? Yes No

If No, please explain:

20. Can you climb three 11-inch steps or find a seat by yourself without the assistance of another person? Yes No

If No, please explain:

21. Have you ever received Travel Training for bus use? Yes No

Was the training successfully completed? Yes No

If so, please provide the following information:

Name of Trainer: _____

Name of Agency: _____

Agency Telephone Number: _____

If no, would you like to participate in the Travel Training Program? Yes No

Please explain if you checked **no**. _____

22. To better understand your needs please list the three trips that you will make most frequently using Para Transit. Please list origin of trip and destination and the number of trips to that destination each week.

1. From: _____ To: _____

No. of Trips Per Week _____

2. From: _____ To: _____

No. of Trips Per Week _____

3. From: _____ To: _____

No. of Trips Per Week _____

PART V APPLICANT'S CERTIFICATION, CONSENT OF RELEASE OF APPLICATION INFORMATION

I understand that my application will be returned if it is **not complete**. I confirm that all the information that I provide on this application is true to the best of my knowledge. I understand that my application is subject to review and verification and that misrepresentation of any material information will lead to the revocation of my certification. I understand that a false statement made herein may result in the rejection of my application for Para Transit service.

I agree to notify Westchester County Office for the Disabled /Bee-line Para transit at 995-PARA (7272) if I no longer need Para transit for any reason, including a change in my ability to use bus service. I also understand that failure to adhere to the policies and procedures for using Para transit may be grounds for suspending or revoking my eligibility to participate in this program.

In the event that I apply for Para Transit eligibility in another community, I hereby authorize Bee-line Para Transit to release the information on my Para Transit application to such agency.

SIGNATURE OF APPLICANT

DATE:

***PLEASE NOTE THIS APPLICATION MAY TAKE UP TO 21 DAYS TO PROCESS.**

(PLEASE HAVE YOUR MEDICAL DOCTOR COMPLETE THE BALANCE OF THIS APPLICATION)

PROFESSIONAL CERTIFICATION

Dear Doctor:

The applicant who has asked you to review the information on the application and to sign this form is applying for eligibility for Westchester Para Transit service. Please read the following information carefully since it may affect your response. Please write clearly.

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PART VI DOCTORS CERTIFICATION

Please review the medical information provided in the application and fill out the certification as is appropriate and sign the document. **Please note a faxed copy will not be accepted.** The information you provide will assist us in serving ONLY those who need Para Transit.

Certification of Disability: **(PLEASE PRINT CLEARLY AND LEGIBLE)**

I, (Name of Physician): _____
certify that _____ (Name of Patient) to be a
severely disabled person who has been a patient of mine since _____ (Date) and
whose diagnosis is _____

Please ELABORATE the physical and/or cognitive condition and how it functionally prevents the applicant from using Bee-Line bus service. Based on the different levels of eligibility criteria we are requesting a detailed overview regarding the individual's diagnosis. (PLEASE DO NOT REPEAT DIAGNOSIS IN THE SECTION)

Is the Applicant's Condition Temporary _____ Permanent _____

I also certify that the medical information provided in the application is accurate to the best of my knowledge and is consistent with the applicant's medical diagnosis.

Signed this _____ day of _____, 200__

(Signature of Physician)

(License Number)

(Phone Number)

(Street Address)

(City) (State) (Zip)

Understanding This Application Form

I understand the purpose of this application form is to determine if I, the applicant am eligible to use the ADA Para Transit service according to the guidelines of the American with Disability Act.

I understand that this application cannot be processed if it is not complete. I understand that the Office for the Disabled may contact my healthcare professional/agency to verify my disability. I understand that a representative from the Office for the Disabled may need to talk to me or see me at a later date to clarify or get further information.

I understand that all information will be kept confidential; only the information required will be disclosed to those who perform those services.

I understand the application process can take up to 21 days from the time Para Transit receives a complete application. If my application is returned for clarification or additional information, this can delay the process. I will receive notification of the determination of this application. If I am eligible for this service on a permanent, temporary or conditional basis, I will be given a Para Transit information packet along with a Para Transit I.D card.

I understand that I may appeal the determination within 60 days after receipt of written notification if I am determined not eligible for ADA Para Transit service or if I am dissatisfied with my eligibility type.

I understand if the Office for the Disabled receives new information regarding a change in my functional or cognitive ability, my eligibility status may be reviewed and changed.

I certify that the information provided on this application is true and correct to the best of my knowledge. I understand that falsification of information may result in denial of service as well as penalty under the law.

Signed: _____ Date: _____
(Applicant's Signature/Mark)

Co-signed: _____ Date: _____
(Guardian or Person assisted with this application)

Relationship to Applicant: _____

FOR OFFICIAL USE ONLY - DO NOT WRITE IN THIS BOX			
Eligibility:	<input type="checkbox"/> Unconditional	<input type="checkbox"/> Conditional	<input type="checkbox"/> Temporary: (Until) Date: _____ <input type="checkbox"/> Denied
PCA:	<input type="checkbox"/> Yes <input type="checkbox"/> No	SA: <input type="checkbox"/> Yes <input type="checkbox"/> No	MA: _____
Condition(s) or Reason(s) for Denial:			