



Topeka Metro Lift Service
820 SE Quincy St.
Topeka, KS 66612-1114
www.topekametro.org

Enclosed is an Americans with Disabilities Act (ADA) Paratransit application form for you to complete in order to receive Lift service. If you are currently a Lift client and your eligibility card has expired, it will be necessary for you to complete the form in order to be re-certified.

The Lift is a door-to-door bus service provided to individuals who, because of a disability, are **prevented** from using the wheelchair accessible fixed-route bus system. However, this does not include those who merely have difficulty or choose not to ride the fixed-route system.

There are three types of ADA paratransit eligibility:

- **Full** – this is granted if your disability prevents you from using the fixed- route bus system for any trips you might need to make.
- **Intermittent/Conditional** – this is granted if it has been determined you can use the fixed-route bus system under certain circumstances, but need the Lift service for certain specified trips.
- **Temporary** – this is granted if your disability does not require a permanent need for Lift service.

To enable us to accurately determine your eligibility for Lift service, please fill out the enclosed application form completely and be as specific as possible. The questions are meant to determine the functional abilities you have and under what circumstances you might be able to utilize the wheelchair accessible fixed-route bus system.

After you have completed the application, please return it to our office. It is important that all sections of this application form are completed and signed. It is also the applicants' responsibility to have a professional complete Part II (the back page) and return it to the Lift office. **If any sections are incomplete, the form will be returned to you for completion.**

Upon request, all instructions and printed materials are available in large print, Braille, or audio tape, although the application must be completed in the standard format.

Completed forms will be processed as soon as possible and you will receive written notification of the decision. If you have not received a response within 21 days of Topeka Metro receiving your completed application, please call to verify its status. In addition, if you have any questions regarding this process, please call 783-7000 for assistance (233-2019 for TDD calls).

Sincerely,

Denise Ensley
Chief Operations Officer