



QUINCY STREET STATION
820 SE QUINCY ST
TOPEKA, KS 66612-1114
785-783-7000
topekametro.org

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

The Lift is an origin to destination shared ride bus service for individuals who, because of a disability, are **prevented** from using the wheelchair accessible fixed route bus system. However, this does not include persons 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.
- **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 are unable 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 to complete.**

Upon request, all instructions and printed materials are available in large print, Braille, or Spanish, although the application must be completed in the standard format in English. Assistance with completing the application is available upon request.

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. If you have any questions regarding this process, please call 785-783-7000 for assistance.

Sincerely,

Denise Ensley
Topeka Metro Chief Operations Officer