



If you are unable to travel on the RIPTA fixed route bus service due to a disability, you may be eligible to use the RIdE Program, a paratransit bus service. This allows you to schedule the specific bus rides you need instead of following a fixed route bus schedule and also allows you share a bus ride with other people who are traveling to a similar location and time.

### **How do I know if I am eligible and how do I apply?**

**Step 1:** Please read the entire page one (1) to ensure you are eligible to apply for paratransit bus services with RIdE and read the instructions on how to complete the application process.

**Step 2:** Please read page two (2) completely and ensure that you complete each step outlined in the checklist. RIdE will only accept applications that are completed in full.

Once we receive the fully completed application, we will notify you within 21 (twenty-one) days. We thank you for your patience and hope you enjoy the ride.

### **Questions about completing the application?**

Please email RIdE with questions at [RIDE@RIPTA.com](mailto:RIDE@RIPTA.com) or call RIdE Monday - Friday 8:30 am - 4:30 pm at 401-461-9760, Option # 3.



# Application for Paratransit Eligibility Certification

## What is Paratransit?

The Ride Program provides public transportation for people with disabilities who are unable to use RIPTA fixed route buses. If you are eligible, you will:

- Reserve the trips you need instead of following a fixed bus schedule; and
- Share the bus ride with other people who reserved the same trip.

## How Is Eligibility Determined?

We do **NOT** base the decision automatically on symptoms, type of disability, use of a mobility aid, age, income, ability to drive, or access to private automobile transportation. We consider:

- Your functional ability; and
- Whether you are unable to travel on RIPTA fixed route service all or some of the time due to your disability; and
- Your effort and risk during such travel.

## When Can I Use The Ride Program?

We need to determine your eligibility **BEFORE** you can use Ride. You cannot use Ride during the application process.

We will try our best to make a decision within 21 days of receiving your **ENTIRE COMPLETED APPLICATION**. If we need more than 21 days, we will notify you and give you temporary permission to use the Ride Program.

## What Else Do I Need to Know?

We must receive the **ENTIRE COMPLETED APPLICATION** before we will process it.

Use the Part 1 Checklist to ensure that your application is completed properly.

### **DO NOT ALLOW A DOCTOR'S OFFICE TO FAX SECTIONS TO US. WE NO LONGER ACCEPT FAXED APPLICATIONS.**

The application process:

- Is necessary to assess your eligibility;
- Does not guarantee that you will be certified eligible; and
- May include an interview and/or functional assessment.

**The following may fill out the application on your behalf: a Parent, Power of Attorney, Legal Guardian or Personal Representative.**

After we complete the process, we will send a letter confirming or denying your application for certification. If you feel the decision is incorrect, you can file an appeal within 60 days by contacting Mark Therrien, Executive Director of Paratransit Services at the address below.

### **IMPORTANT NOTE ON PART 5**

- This part must be filled out by a licensed health care provider whom you authorize to release your personal health information.
- Your information will be kept confidential and will not be shared with anyone outside the Ride Program eligibility process and will not be released to any other party without your written permission to the maximum extent permissible under law.
- If you or another unqualified person fills out the information, it invalidates your application and may be fraud.
- If you skip any part, we will be unable to determine your eligibility.
- Do not allow a medical office to send copies or documents separately to Ride.

## How Do I Submit My Application?

Send the entire, complete application to Ride Paratransit Eligibility through one of the following methods:

U.S. Postal Service	Electronic Mail	In Person
Attn: Ride Program 705 Elmwood Avenue Providence, RI 02907	<a href="mailto:RIDE@RIPTA.com">RIDE@RIPTA.com</a>	Front Lobby 705 Elmwood Avenue Providence, RI 02907



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## Part 1: CHECKLIST

After completing each step, check the box and write your initials.

<p>1. <b>Confirm If I Live In the Service Area</b> I dialed <b>401-461-9760, Option #3</b> to learn whether my address is inside or outside the RIdE Service Area. I understand that if I am eligible for paratransit service but live outside the service area, I will need another way to reach the pick-up points inside the service area, my trips must be within the service area, and I will need another way to travel from a RIdE drop-off point to my final destination.</p>	<input type="checkbox"/> _____ Initials  <input type="checkbox"/> Inside service area <input type="checkbox"/> Outside service area
<p>2. <b>Provide My Personal Information and Complete the Self-Assessment, pages 3 - 6</b></p> <ul style="list-style-type: none"> <li>I provided my current contact information.</li> <li>I answered all the questions about my ability or inability to use the regular RITPA buses ("fixed route buses").</li> </ul>	<input type="checkbox"/> _____ Initials
<p>3. <b>Authorize the Release of My Personal Health Information, page 7</b> I provided the contact information for my licensed health care provider(s) and signed the authorization.</p>	<input type="checkbox"/> _____ Initials
<p>4. <b>Ask My Authorized Licensed Health Care Provider to Complete the Assessment and Provide Materials. Pages 8 - 9</b></p> <ul style="list-style-type: none"> <li>My authorized licensed health care provider(s) completed the assessment and returned all pages to me.</li> <li>My authorized licensed health care provider(s) gave me at least one of the required supporting materials, which I attached to my application.</li> </ul>	<input type="checkbox"/> _____ Initials
<p>5. <b>Recent Photo of Myself</b> Sending a photo may expedite the creation of a photo ID if you are certified eligible. If you email the photo, put your full name in the subject line.</p> <p><input type="checkbox"/> I attached my photo to the application with a paperclip.</p> <p><input type="checkbox"/> I emailed my photo to <a href="mailto:RIDE@RIPTA.com">RIDE@RIPTA.com</a> (full name in the subject line).</p> <p><input type="checkbox"/> I prefer to come to the RIdE location to have my photo taken.</p>	<input type="checkbox"/> _____ Initials
<p>6. <b>Review the Application, pages 3 - 9</b></p> <ul style="list-style-type: none"> <li>I made sure all questions have answers and all portions needing a signature are signed by the correct person.</li> <li>I attached the materials from my authorized licensed health care provider.</li> </ul>	<input type="checkbox"/> _____ Initials
<p>7. <b>Make a Copy for My Records of pages 1 - 9</b> I copied my completed application for my personal reference.</p>	<input type="checkbox"/> _____ Initials

I understand this application is part of the process to determine eligibility for ADA paratransit service and that giving false information may result in penalties. I affirm that the information in this application is true to the best of my knowledge. I understand that RIdE will process my application in the date order received and that my application must be complete or it will be returned to me.

_____ <i>Name of Applicant or Personal Representative</i>		_____ <i>Signature of Applicant or Personal Representative</i>	
_____ <i>Date</i>	_____ <i>Phone Number of Applicant or Personal Representative</i>	_____ <i>Address of Applicant or Personal Representative</i>	

The following Representative signed on my behalf:

Parent (if applicant is a minor)     Power of Attorney     Legal Guardian

As the Applicant, I signed on my own behalf



# Application for Paratransit Eligibility Certification

## Part 2: IDENTIFICATION

Date:

Is this a recertification?  Yes  No

If "YES" write the Expiration Date and RIDE ID #    
*Expiration Date* *Access ID#*

Name: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_  
*Home Phone* *Mobile Phone*

My preferred phone number is:  Home  Mobile  No Preference

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Apt/Unit: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_  
*City* *State* *Zip Code*

Provide information for the person we should contact in an emergency.

Emergency Contact Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

1. In what format would you like to receive information from RIDE?  
 Large Font  Audio Tape  Email  Braille  Other answer:

2. Where should we send future information?  To me, the Applicant  To the Designee listed below

Name of Information Designee: \_\_\_\_\_

Address of Information Designee: \_\_\_\_\_

Email of Information Designee: \_\_\_\_\_



Part 3: SELF-ASSESSMENT

Using fixed route service (regular RIPTA buses) does not automatically exclude you from paratransit eligibility.

1. I have the following diagnosed disability/disabilities:

Do **NOT** list symptoms or mobility devices. List the name of your diagnosed disability/disabilities.

[Empty text box for listing diagnosed disabilities]

2. I am unable to use regular RIPTA buses all or some of the time without the assistance of another individual because:

[Empty text box for explaining inability to use regular buses]

3. My condition: (mark all that apply)

- Is Constant
- Changes Daily
- Changes at Different Times of Day
- Is in Remission
- Not Applicable

4. I am **ABLE** to do this activity all or some of the time: (mark all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Get to the RIPTA bus stop                            | <input type="checkbox"/> Sign my name                                 |
| <input type="checkbox"/> Wait alone at the RIPTA bus stop or curb             | <input type="checkbox"/> Use a phone to call for assistance           |
| <input type="checkbox"/> Board the RIPTA bus                                  | <input type="checkbox"/> Give addresses upon request                  |
| <input type="checkbox"/> Travel alone from a drop-off point to my destination | <input type="checkbox"/> Give phone numbers upon request              |
| <input type="checkbox"/> Transfer from one RIPTA bus to another               | <input type="checkbox"/> Travel alone as a passenger                  |
| <input type="checkbox"/> Ride the RIPTA bus                                   | <input type="checkbox"/> Count money to pay for a purchase            |
| <input type="checkbox"/> Exit the RIPTA bus                                   | <input type="checkbox"/> Insert bills, coins, or cards into a machine |
| <input type="checkbox"/> Navigate the RIPTA bus system                        | <input type="checkbox"/> Recognize a destination or landmark          |
| <input type="checkbox"/> Navigate the RIPTA Transit Center                    | <input type="checkbox"/> Ask for and follow oral instructions         |
| <input type="checkbox"/> Find my way (visually / cognitively)                 | <input type="checkbox"/> Ask for and follow written instructions      |
|   | <input type="checkbox"/> None of the choices apply to me              |



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5. I use the following mobility aids all or some of the time:  
(mark all that apply)

- Cane
- Manual Wheelchair
- Crutches
- Motorized Wheelchair or Scooter
- Walker
- Not Applicable
- Prosthesis
- Other answer:

a) If you marked "Wheelchair or scooter," provide the details below. Otherwise, mark "Not Applicable."

Not Applicable

*Combined weight of applicant  
and wheelchair/scooter*

For RIDE information purposes only. Will not be used to determine eligibility.

RIDE will transport an 800-pound wheelchair/passenger combination, but not a combination exceeding 800 pounds. Per Federal Transit Administration regulations operator may deny transportation if carrying the wheelchair and its occupant would be inconsistent with legitimate safety requirements.

6. I am **ABLE** to navigate this situation all or some of the time:  
(mark all that apply)

- Unpaved paths
- Snow on sidewalks or streets
- Places without curb cuts
- Busy streets and intersections
- Steep sidewalks or streets
- None of the choices apply to me
- RIPTA bus stops

7. I use these modes of transport regularly: (mark all that apply)

- I do not use other modes of transport regularly
- Personal vehicle (car)
- Ambulance
- Walking (with or without a mobility aid)
- Friend/relative gives me a ride
- Wheelchair or scooter
- Agency-sponsored ride from:
- Other answer:

For RIDE information purposes only. Will not be used to determine eligibility.



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8. I can travel these distances on my own in **MILD** weather:  
(mark all that apply)

	Walking <b>WITHOUT</b> mobility device	Walking with a mobility device	Using a Manual Wheelchair	Not at All
To/from the bus stop nearest to my residence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To the curb only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 blocks (1/4 mile)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 blocks (1/2 mile)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 blocks (3/4 mile)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. The following weather conditions will affect my answers to question #8:  
(mark all that apply)

- Not applicable
- Snow accumulation of 2 inches+
- Rainfall of 1/2 inch+ per hour
- Sustained wind speeds of 25 miles+ per hour
- Ice
- Temperature above 80°F
- Temperature below 30°F
- Other answer:

10. I can reasonably travel this distance under optimal conditions in an accessible area on my own:

*Distance in Feet, Blocks, or Miles*

11. My ability to cross streets is as follows:  
(mark all that apply)

	Yes with Help	Yes on My Own	Sometimes on My Own	No	Other Answer
I can cross a 2-lane street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I can cross a 4-lane highway with traffic lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12. I use the following some or all of the time:

- Personal Care Attendant designated to assist me with one or more life activities regularly
- Service Animal trained to assist me
- Not applicable



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## Part 4: AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

*Print Applicant's Name And Date of Birth Here*

I authorize the provider(s) named here, his/her officers, employees, agents, contractors, members, directors, shareholders or affiliates entrusted with handling medical records, to disclose to RIDE all of the protected health information relating to me that is reasonably necessary for the provider to fully and accurately complete Part 5 of this application.

-1- Name of Provider:

\_\_\_\_\_

Office or Facility Address:

\_\_\_\_\_

Office Phone :

\_\_\_\_\_

-2- Name of Provider:

\_\_\_\_\_

Office or Facility Address:

\_\_\_\_\_

Office Phone :

\_\_\_\_\_

-3- Name of Provider:

\_\_\_\_\_

Office or Facility Address:

\_\_\_\_\_

Office Phone :

\_\_\_\_\_

This authorization shall remain in effect until my eligibility for RIDE paratransit service is finally determined or 60 days from the date of the authorization, whichever occurs first. I acknowledge that I have the right to revoke this authorization at any time by sending written notification to the persons named above. I understand that the revocation of this authorization is not effective to the extent that the name provider has relied upon it for the use or disclosure of the Protected Health Information prior to receiving my written revocation notice.

I understand that any Protected Health Information disclosed pursuant to this Authorization to an individual or entity that is not covered by state and federal privacy laws and regulations may be subject to re-disclosure by the recipient and may no longer be protected by federal or state law.

I acknowledge that the named persons will not condition my treatment, payment, enrollment in a health plan or eligibility for benefits (if applicable) on whether I sign this Authorization.

*Printed Name*

*Signature*

*Date*

The following Representative signed on my behalf:

Parent (if applicant is a minor)     Power of Attorney     Legal Guardian

As the Applicant, I signed on my own behalf





# Application for Paratransit Eligibility Certification

## Part 5: HEALTH CARE PROVIDER ASSESSMENT AND VERIFICATION

**ATTENTION APPLICANTS: A LICENSED \CERTIFIED PROFESSIONAL OR DISABILITY SERVICE PROVIDER WHO IS QUALIFIED TO RENDER THE SPECIFIC DIAGNOSES AND ASSESSMENTS MUST COMPLETE THIS PART. YOU, OR YOUR REPRESENTATIVE, ARE RESPONSIBLE FOR GETTING THE APPLICATION TO THE PROVIDER/PROFESSIONAL AND COLLECTING THE COMPLETED APPLICATION AND SUPPORTING MATERIAL.**

### **Attention Medical Professionals and Disability Service Providers:**

The Applicant must be your current patient or client. The Applicant must provide authorization for you to release his/her Protected Health Information (Part 4).

Your patient/client is applying for eligibility certification to use the tax-supported paratransit service through the RIdE Program. Paratransit eligibility is based on whether a person, due to his/her disability, is unable to use the regular ADA compliant and accessible RIPTA bus system (fixed route).

Failure to provide the information in this Part will prevent or delay processing of the patient/client’s application for eligibility certification.

**Do not detach any part of the application. Return the entire application and materials to the patient/client or representative (parent, legal guardian, power of attorney).**

**Do not fax copies or materials to RIdE. Faxes are no longer accepted for eligibility applications.**

**All Protected Health Information will be kept confidential.**

1. I am a licensed: (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Medical Doctor (MD or DO)                   | <input type="checkbox"/> Nurse Practitioner (ARNP)                   |
| <input type="checkbox"/> Psychologist (Ph. D.)                       | <input type="checkbox"/> Physician’s Assistant                       |
| <input type="checkbox"/> Psychiatrist (MD or DO)                     | <input type="checkbox"/> Optometrist or Ophthalmologist              |
| <input type="checkbox"/> Licensed Mental Health Professional         | <input type="checkbox"/> Physical or Occupational Therapist          |
| <input type="checkbox"/> MDS Nurse (Skilled Nursing Facilities Only) | <input type="checkbox"/> Certified Orientation & Mobility Specialist |
|  | <input type="checkbox"/> Certified Rehabilitation Counselor          |

2. Licensed Professional Identification (please print clearly):

Name: \_\_\_\_\_

License #: \_\_\_\_\_ State: \_\_\_\_\_  
*State Certification Number or License Number*

Contact: \_\_\_\_\_  
*Phone Number Business Address Email*

3. Patient/Client Identification (please print clearly)

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_



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4. List the condition that would prevent the Patient/Client from independently getting to or from or riding on an accessible RIPTA bus equipped with a ramp and kneeler. One diagnosis is required, but additional fields are available.

#1-Diagnosis/Condition (not symptoms)	Degree (mark all that apply)		Status (mark all that apply)
	<input type="checkbox"/> Mild	<input type="checkbox"/> Episodic	<input type="checkbox"/> Active
	<input type="checkbox"/> Moderate	<input type="checkbox"/> Permanent	<input type="checkbox"/> In Remission
	<input type="checkbox"/> Severe	<input type="checkbox"/> Temporary	<input type="checkbox"/> Controlled w/ Medication

#2-Diagnosis/Condition (not symptoms)	Degree (mark all that apply)		Status (mark all that apply)
	<input type="checkbox"/> Mild	<input type="checkbox"/> Episodic	<input type="checkbox"/> Active
	<input type="checkbox"/> Moderate	<input type="checkbox"/> Permanent	<input type="checkbox"/> In Remission
	<input type="checkbox"/> Severe	<input type="checkbox"/> Temporary	<input type="checkbox"/> Controlled w/ Medication

#3-Diagnosis/Condition (not symptoms)	Degree (mark all that apply)		Status (mark all that apply)
	<input type="checkbox"/> Mild	<input type="checkbox"/> Episodic	<input type="checkbox"/> Active
	<input type="checkbox"/> Moderate	<input type="checkbox"/> Permanent	<input type="checkbox"/> In Remission
	<input type="checkbox"/> Severe	<input type="checkbox"/> Temporary	<input type="checkbox"/> Controlled w/ Medication

5. I have read Part 3 and agree with the Patient/Client's self-assessment.  
 Yes  No  Somewhat

If NO or SOMEWHAT, explain below:

6. I am providing the Patient/Client with this material to submit with his/her Application as required by RIDE (provide at least ONE of the following items; mark each that you provided).

Physical Mobility	Cognitive, Mental Health, or Neurological	Sensory Measure
<input type="checkbox"/> Current Patient Care plan	<input type="checkbox"/> Current Clinical Assessment	<input type="checkbox"/> Visual acuity
<input type="checkbox"/> Current Therapy plan (PT or OT)	<input type="checkbox"/> Current GAF score	<input type="checkbox"/> Hearing acuity
	<input type="checkbox"/> Current Adaptive Functioning score	
	<input type="checkbox"/> Current IQ score	

7. My signature attests to the following:
- I am certified or licensed as a disability service provider or medical professional.
  - The patient/client is currently under my care and I am authorized to release his/her Protected Health Information to degree relevant for this eligibility application.
  - I understand that the information I provide is necessary to corroborate a patient/client's application for eligibility for paratransit service under the "Americans With Disabilities Act of 1990 "(ADA) and its regulations, Section 37.123(e), within the designated paratransit service areas of RIDE.
  - My statements are true and based on legitimate records, diagnosis, and assessment.

Printed Name

Signature

Date