



OFFICE USE ONLY

Date:	
Reviewer Name:	
Service Type:	
Account #:	
Route Match:	

Version 5: Modified 1.31.19

**LOW INCOME TRANSIT SUBSIDY PROGRAM APPLICATION**

The Low Income Transit Subsidy Program (LITSP) is a program that helps provide low-income families and individuals with mobility solutions within Collin County. This program launched April 2, 2018. In order to qualify for the LITSP, you must be a resident of McKinney, Lowry Crossing, Princeton, Melissa, or Celina; and have an annual household income (before taxes) that is at or below the following amounts:

Family Size	Monthly Income	Annual Income
1	\$1,659	\$19,908
2	\$2,233	\$26,796
3	\$2,808	\$33,696
4	\$3,383	\$40,596
5	\$3,958	\$47,496
6	\$4,533	\$54,396
7	\$5,108	\$61,296

\*For each additional person, add \$575

**CONTACT INFORMATION**

Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth (Month/Day/Year) \_\_\_\_\_ Gender:  Male  Female

**Emergency Contact**

First \_\_\_\_\_ Last \_\_\_\_\_

Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_



**Required Eligibility Documentation**

Eligibility Criteria		Certifying Document Provided ( <i>Specify</i> )
Proof of Residency <i>Examples: Recent utility bill, rental agreement or letter of residency, along with a picture ID</i>		
<b>Documentation that show you meet the income guidelines listed above:</b>		
<input type="checkbox"/> Income Tax Form 1040	<input type="checkbox"/> Income Tax Form W-2	<input type="checkbox"/> Paystubs for the past 30 days
<input type="checkbox"/> Letter from employer signed and dated with gross income for the past 30 days		
<input type="checkbox"/> Past 3 bank statements	<input type="checkbox"/> Verification of another governmental benefits program (i.e. SNAP, TANF, or WAP)	

The following three questions are for informational purposes only and will not affect eligibility for services.

Ethnicity:

- Black or African American  
  Asian  
  White  
  Hispanic or Latino  
  American Indian or Alaska Native  
 Native Hawaiian or Pacific Islander  
 Other \_\_\_\_\_

How do you plan to use this service? (*check all that apply*)

- Shopping  
 Medical  
 Social  
 Connect to DART  
 Work  
 Other \_\_\_\_\_

How do you travel now to shop for groceries, travel to medical appointments, visit friends, etc.?

I understand that the information I provide will be used to determine my eligibility for Collin County Transit services to be provided by DCTA on behalf of my city. For assistance with this form or to determine eligibility, call 940.243.0077.

My signature confirms that the information on this application is true and accurate to the best of my knowledge. I authorize a representative of Denton County Transportation Authority to contact the persons and authorities listed in this application to verify the information in determining my eligibility.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed applications for Collin County Transit service, along with a signed copy of the terms and conditions and copies of all required documentation, can be submitted via the following means:

- EMAIL: Send to [collincountytransit@dcta.net](mailto:collincountytransit@dcta.net)
- FAX: Send via 940.387.1461
- PHONE: Call DCTA Customer Service at 940.243.0077
- MAIL: Submit to DDTC, Attn: Collin County Transit, 604 East Hickory, Denton TX 76205



## LOW-INCOME TRANSIT SUBSIDY PROGRAM TERMS AND CONDITIONS

Below are the terms and conditions for participation in the Low Income Transit Subsidy Program. Please review each line and initial next to it to acknowledge you understand and agree to abide by them. Failure to adhere to these terms and conditions may result in suspension or termination of your participation in the program.

### Service Parameters

- Service is provided Monday through Friday from 6 a.m. to 6 p.m. and Saturday from 8 a.m. to 6 p.m.
- Trips are provided within Collin County
- Irving Holdings will make their best attempt to schedule service for customers who call with less than the suggested notice
- Trip requests may be denied due to capacity constraints or eligibility
- The McKinney Urban Transit District (MUTD), City of McKinney, and DCTA reserve the right to modify the service at any time

### Cancellations/No-Shows

- Cancellations must be made at least two (2) hours in advance of the scheduled pick-up time
- Cancellations made with less than two (2) hours' notice will be considered a No-Show
- A customer is given a No-Show when the vehicle arrives within the 20-minute ready time-window and the customer fails to board the vehicle within five (5) minutes of the vehicle's arrival
- Excessive No-Shows may result in suspension or termination of program participation

### Debit Card Usage

- Only the individual qualified for the service may utilize the debit card as payment for taxi rides. Use of debit cards by unauthorized persons is grounds for termination from the program.
- Once the debit card is loaded with funds, those funds are non-refundable and non-transferrable

### Fare/Payment

- Taxi debit cards may not be used for tipping
- If the total fare is more than what is available on the debit card, it is the customer's responsibility to pay the difference (cash or credit card)
- Personal Care Attendants (PCA) and guests may accompany a customer, PCA's and guests under the age of 17 may charge the additional \$2 to the qualified customer's debit card. However, riders over the age of 17, must pay the additional \$2 using another form of payment (cash or credit).

I HAVE READ AND AGREE TO THESE TERMS AND CONDITIONS.

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_