



SEPTA REQUEST FORM

Use this form to request transportation service with Septa. The Individualized Support Plan (ISP) must show:

- The service is approved, and
- There are enough authorized units to pay for the service.

Complete and sign this Request. Then, provide it to PPL via email: PAODP@pplfirst.com

Participant Name

First: Last: PPL ID:

Common Law Employer (CLE) Name

First: Last:

Participant Details

Email:

If the CLE is not the Participant, complete the section below.

CLE Contact Details

Email:

How Transportation Service Works using Septa

Once PPL receives this completed and signed form, PPL will:

- Verify that the service is authorized,
- Set up the Participant with the type of Septa Pass indicated below for the month following this election.
- Approved forms must be received by the 20th of the month to make the purchase for the following month.

- Monthly Transpass
- Zone 2 Monthly TrailPass
- Zone 3 Monthly TrailPass
- Anywhere TrailPass
- Cross Country Pass

Service Terms and Conditions

1. If the CLE is not the Participant, the CLE agrees to inform the Participant about:
 - How to properly use the service,
 - The limits of the service, and
 - The risks of using the service.
2. PPL can only purchase pass:
 - Authorized by the approved ISP
 - The authorization:
 - Remains current, and
 - Has enough units to pay for the pass.
 - The request does not go beyond:
 - The amount of use the ISP allows, and
 - The amount of time or miles the ISP allows.
3. At the end of each month, PPL will bill for any Septa passes purchased on behalf of the participant the previous month.
4. The CLE agrees to review utilization monthly to include:
 - Within what the ISP allows, and
 - Within the amount the authorization allows.

And alert the SC if needed.
5. The CLE agrees to inform PPL right away about service:
 - Misuse, or
 - Overuse.
6. The CLE agrees to follow all Office of Developmental Programs Participant Directed Services Vendor Fiscal/Employer Agent (ODP PDS VF/EA) Program rules for the service.
7. If the authorized units are running low, PPL will:
 - Suspend the purchase of Septa pass to stop it from being overused, and
 - Let the CLE know in writing If the units are low, and the service is being suspended.

Agree and Sign

By signing below, the Common Law Employer agrees that:

- I have read this form.
- The details provided are accurate and complete.
- The Septa Public Transportation will be used as defined in the ISP.
- If PPL cannot be fully paid for the Septa passes purchased because the Service was misused or overused:
 - PPL will suspend the purchasing of the Septa passes.
 - The CLE will pay all charges for the misused or overused Service.
- Septa is a private business. Septa is not part of PPL. PPL is not affiliated with Septa in any way.
- The Participant will use the Septa Public Transportation at their own risk.

Common Law Employer Signature:

Date: