



UBER RIDESHARE REQUEST FORM

Use this form to request setup of Rideshare Service with Uber. 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: PAODP@pplfirst.com

Participant Name

First: Last: PPL ID:

Common Law Employer (CLE) Name

First: Last:

Primary Email to be associated with your Uber voucher

Email:

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

Authorization Details

Amount to be used for Uber rides(\$) _____

Authorization Service Period _____

How Uber Rideshare Service Works

- Once PPL receives this completed and signed form, PPL will:
 - Verify that the service is authorized,
 - Set up the Participant with PPL's Uber voucher, and
 - An email to the primary email.
- When the email is received from the Uber Business Account,
 - Make sure your Uber App is up to date, a credit/debit card needs to be on the account. Click the link and your voucher will be activated. It will appear in your wallet.
 - When you request your ride be sure to select the wallet for payment.
- Each time the Participant uses the Service to ride Uber, the payment option selected must be voucher since the app defaults to the card on file.**

Service Terms and Conditions

- 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.
- PPL can only bill for Uber rides if the following is true:
 - The ride is charged to the Uber "Business" option using the voucher in the wallet.
 - The Ridesharing Service is currently approved in the ISP.

- The authorization:
 - Remains current, and
 - Has enough units to pay for the ride.
 - The ride 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 Uber ride units that occurred that month.
 4. The CLE agrees to review utilization monthly to include:
 - Taken only by the Participant,
 - Within what the ISP allows, and
 - Within the amount the authorization allows.
 And alert the SC if needed.
 3. The CLE agrees to inform PPL right away about service:
 - Misuse, or
 - Overuse.
 4. 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.
 5. If the authorized units are running low, PPL will suspend the Uber Rideshare Service to prevent overuse. PPL will notify the CLE 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 all of this form.
- The details provided are accurate and complete.
- The Uber Rideshare Service will be used as defined in the ISP.
- If PPL cannot be fully paid for the Uber Rideshare Service because the Service was misused or overused:
 - PPL will suspend the use of the Uber Rideshare Service.
 - The CLE will pay all charges for the misused or overused Service.
- Uber is a private business. Uber is not part of PPL. PPL is not affiliated with Uber in any way.
- The Participant will use the Uber Rideshare Service at their own risk.

Common Law Employer Signature:

Date: