



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 by email at 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:

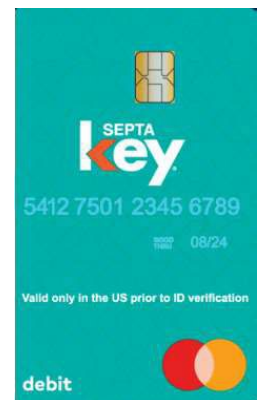
- Verify that the service is authorized, and
- Set up the Participant with the type of SEPTA Pass selected below.
- **Approved forms must be received by the 17th of the month. SEPTA forms will only be processed between the 20th and 25th of each month.**

Select the type of pass you need below:

- | | |
|---|--|
| <input type="checkbox"/> Monthly Transpass | <input type="checkbox"/> Anywhere TrailPass |
| <input type="checkbox"/> Zone 2 Monthly TrailPass | <input type="checkbox"/> Cross Country Pass |
| <input type="checkbox"/> Zone 3 Monthly TrailPass | <input type="checkbox"/> Travel Wallet amount: _____ |

If you do not have a valid SEPTA Keycard, you need to buy one. You can buy your SEPTA keycard at many different locations. The SEPTA website gives the locations where you can buy a Keycard: [SEPTA Key Card Buy/Load Locations](#).

Once you have your SEPTA Keycard, enter your Keycard Number below. If you want to, you may also enter your Keycard Reference Number, but it is not required.



Keycard Number (required):

Reference Number (optional):

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. You can only buy a SEPTA pass if:
 - A SEPTA pass is authorized by the approved ISP,
 - The authorization:
 - Remains current,
 - Has enough units and dollars to pay for the pass,
 - The request does not go beyond:
 - The amount the ISP allows, and
 - The amount of time or miles the ISP allows.
3. The CLE agrees to review the use of the budget for the SEPTA pass every month. The CLE agrees to:
 - Review whether budget use is within what the ISP allows,
 - Review whether budget use is within the amount the authorization allows, and
 - Alert the Supports Coordinator (SC) if there is a problem.
4. The CLE agrees to inform PPL right away about service:
 - Misuse, or
 - Overuse.
5. 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.
6. The CLE can review their budget in MyAccount to see if their SEPTA authorization is running low.
7. **Resubmit this form yearly or if something changes on the form.** After you submit this form for the first time, you must re-submit it every year. Make sure:
 - SEPTA transportation remains a service in your ISP, and
 - That you resubmit the form near the end of your budget year.

Agree and Sign

By signing below, the Common Law Employer agrees that:

- I have read this form.
- The details provided are accurate and complete.
- SEPTA Public Transportation will be used as defined in the ISP.
- The CLE is responsible for all SEPTA costs that are:
 - Over the amount of the authorization, or
 - Are not included in the ISP.
- 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: