



## **JOB ACCESS / REVERSE COMMUTE (JARC)**

The *JARC* program provides low cost transportation to jobs and employment-related activities such as child care and job training activities for public assistance recipients and eligible low-income individuals who are 18 years of age or older. *JARC* has had a dramatic impact on the lives of thousands of low income families transitioning from welfare to work in many states and is now available to Hattiesburg-Petal-Forrest-Lamar County residents. If you are interested in the program, please complete this application and return it to Hattiesburg MPO office of Federal & State Programs located at **308 Newman St. (Train Depot), Hattiesburg, MS.**

### **Cost - New Rates Effective 09/01/2015**

Rides to and from work in Hattiesburg-Forrest-Petal-Lamar Urbanized areas are as follows:

<b>One-Way Distance</b>	<b>Rate paid by JARC Rider</b>
0-5 miles	\$2.50
5-10 miles	\$3.00
11-15 miles	\$5.00
16-20 miles	\$5.00
21-25 miles	\$5.00
26-30 miles	\$7.50

<b>Eligibility</b>	<b>Thresholds</b>
Household Size	Income Cut-off
1	\$11,770
2	\$15,930
3	\$20,090
4	\$24,250
5	\$26,300
6	\$28,250
7	\$30,200
8	\$32,150

### **Eligibility**

Every year, the federal government establishes guidelines to determine who is financially eligible for particular programs. The chart to the right shows you what the current yearly incomes are for 150% of the poverty level.

### **What if my income exceeds the threshold?**

**JARC transportation is still available by paying Grove Transit alternate fare rates. Please contact Grove Transit for more information.**

### **Current Hours of Operation for *JARC***

Monday through Friday **5:30 AM until 10:00 PM**

Saturday **6:30 AM until 8:00 PM**

Sunday **Scheduled as needed**

If additional pick up or drop off times are needed, please call **Grove Transit** for more information

### **Reservation Notices**

Please Call 601-544-5403

**24 hours' notice required for reservations**



### JARC PROGRAM APPLICATION

Name:		
Date of application:	Date of birth:	Phone:
Residence address:		
City:	State:	ZIP Code:
Mailing address (if different than above)	Person to contact in case of emergency:	Telephone:

### EMPLOYMENT AND INCOME STATUS

Please attach an employment verification letter from your current employer along with your work schedule. If your schedule differs week to week, you will need to provide Grove Transit a schedule 24 hours in advance of your desired pick-up.

Date to begin Transportation: \_\_\_\_\_

Destination (s) including child care drop off and return trip: \_\_\_\_\_

Are you currently on any of the following Programs? If so, please include verification.

- Social Security \_\_\_\_\_ Disability \_\_\_\_\_
- Food Stamps \_\_\_\_\_ TANF \_\_\_\_\_
- Unemployment \_\_\_\_\_
- Other (s) \_\_\_\_\_

Will you require an escort, caretaker, or service animal? \_\_\_\_\_

Do you have any special transportation needs: (wheelchair, walker, etc.?) \_\_\_\_\_

Applicant Signature

Date

The Federal Transit Administration, The City of Hattiesburg, and Grove Transit prohibits discrimination against its customers and applicants on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in any program or activity conducted or funded by the listed Departments.

(FOR OFFICE USE ONLY)

Approved \_\_\_\_\_ Denied \_\_\_\_\_

State Reason: \_\_\_\_\_

Total anticipated travel miles \_\_\_\_\_ Participant Fare: \_\_\_\_\_

Start Date: \_\_\_\_\_ Income Verification Submitted \_\_\_\_\_

file \_\_\_\_\_ Release Agreement Signed and Dated \_\_\_\_\_

Copy of identification on



**JARC RELEASE AGREEMENT**

I have completed and understand the application for the JARC program. I wish to enroll in The JARC program. I understand it is my obligation to notify Grove Transit within 24 hours for any changes regarding my transportation to/from the program.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

I am aware that any omissions, falsifications, misstatements, or misrepresentations on the above information I have given may disqualify me or cause my termination from the JARC program. I certify that to the best of my knowledge and belief that all of the information contained herein is true, correct, complete, and made in good faith. I certify that I have informed JARC program administrators of any health, physical, or emotional problems that would endanger or cause physical harm to the transporters or to myself.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

I understand that I must provide yearly verification of my income status in order to remain active in the JARC program. I agree to notify the Grove Transit and the Office of Metropolitan Planning (MPO) of any changes in my income/employment within two weeks of the changes. I understand that failure to report any changes can disqualify my continued eligibility in the JARC program and I will be held responsible for the transportation rate difference.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

In the event that medical treatment or other emergency services should be required, I do hereby consent for The City of Hattiesburg/Grove Transit to obtain the required emergency medical procedures necessary for my health and welfare or for the health and welfare of myself/son/daughter. I agree to pay all costs and fees contingent on any emergency medical care and/or treatment for myself/my child. This consent will be effective the date it is signed and continue while the participant is enrolled in the JARC program.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



To: **JARC Program Riders**

Date: **10/2/2015**

From: **Dan Reid**

RE: **Important Information**

We are pleased to be providing you with transportation to and from your place of employment. As a participant in this program, you need to make sure that you understand and follow the rules of the program to ensure your continued and uninterrupted participation.

- The attached form needs to be completed by all participants. If you have already completed this form, you do not need to complete it again. It is very important that you read and understand the information in the attached document before signing it and returning it to your driver. All JARC program participants must have a signed form on file with Grove Transit.
- The terms of the JARC program are that individuals are supposed to pay in advance for their rides. As stated in the attached, Grove Transit is willing to work with those just returning to the work force who do not initially have the resources to pay in advance. We do expect, however, that by the fourth week in the program all riders will be able to transition to payment in advance for trips. Please keep this in mind and understand that transition to payment in advance for trips. Please keep this in mind and understand that at that time you will be expected to have paid for all prior trips and your scheduled next week's trips. After that, you will be billed for your scheduled next week's trips only.
- We understand that many of you do not have access to your own phones and therefore do not have a number where we can call each day to confirm your next day's trip. If that is the case it is very important that you advise us of any changes in your schedule.
- When you request JARC transportation you must allow a one hour window for your transportation. In other words, if your job starts at 7:00 am and the commute time is 15 minutes, then you must be ready for us to pick you up anytime between 5:45 and 6:45 so that we can get you to your job by 7:00 am. Please understand that we often will be picking up other passengers either before or after you, so we need this window to make sure everyone arrives to work on time.
- You must be ready to depart within 5 minutes of when the driver arrives to pick you up. This means you need to have taken care of any personal issues before the driver arrives and you need to be ready to depart when the driver arrives. If you are not ready and the driver needs to continue on their schedule, it will be considered a Rider No Show.
- We have had several requests to take JARC program participants to doctor's appointments or other errands either on the way to, or coming home from work. Normally we can accommodate these requests, however, it will require an additional payment from you for your trip. Additionally, these add-on trips need to be scheduled at least 24 hours in advance to insure we can accommodate the trip. Requests made on shorter notice will be accommodated subject to availability. You must make arrangements for these trips (and all trips) through the office. You cannot make arrangements directly with your driver.

## **ACKNOWLEDGEMENT OF UNDERSTANDING OF THE RULES FOR NO-SHOWS AND PAYMENT OF RIDER'S SHARE – JARC PROGRAM**

The following rules are applicable to all riders with the JARC Program:

1. Riders must provide Grove Transit with their schedule. Scheduling must be made in person or by calling Meghan at 601-544-5403 ext 4. If you leave a voicemail, you will receive a confirmation call back. **All trip requests must be made by 10:00 am the business day before the trip. (Saturday and Monday trips must be scheduled by 10:00 on Friday.) Requests made after 10:00 am will be accommodated subject to availability but are not assured. YOU ARE NOT SCHEDULED UNTIL YOU RECEIVE A CALL CONFIRMING YOUR TRIP.** Riders can set their schedules daily, weekly or permanent:
  - Daily – Riders must call before 10:00 am the business day before their trip to schedules daily rides. (This is not recommended as you won't have transportation arranged if you miss the 10 am cutoff.)
  - Weekly – Riders can call by 10 am on Friday to set their transportation schedule for the next week. If a rider misses the 10 am cut-off, they will not have transportation scheduled for the coming Monday. They can all in on Monday and schedule for the rest of the week.
  - Permanent – Riders who have set work shifts can provide Grove Transit with their schedule and they will be scheduled for those pick-ups until they notify Grove Transit of a change. For example, riders working Monday – Friday from 7:30 am to 5:30 pm, can set this schedule as permanent. Their trip will be carried over from week to week until they inform Grove Transit to cancel or change their schedule.
    - If you fail to cancel a trip by 4:00 pm the business day before a weekly or permanent pre-scheduled trip you will be considered a Rider No Show.
2. Rider No Shows – Rider no shows are costly to the program and reduce the funds available to transport qualified individual to their appointments. Effective September 21, 2015 the following rules will apply to all JARC riders:
  - If you need to cancel a trip, you must cancel by 4:00 pm the business day before the scheduled pickup. All cancellations must be made to Meghan at Grove Transit.
  - If we arrive to pick you up and you do not ride (and you didn't cancel the trip in time), you will be charged for the trip as if you were transported and the trip will be considered a Rider No Show.
  - If you have a Rider No Show on the trip to work, your trip home from work will automatically be cancelled for that day. If you got to work by other means and need a ride home, you must call the office by 10:00 am or your return trip will remain canceled.
    - Remember if you have weekly or permanent trips scheduled with Grove Transit, a Rider No Show only cancels trips for that day. If you are sick or need to cancel trips for multiple days, you must let Grove Transit know. For example, assume you booked trips Monday through Friday, and we arrive to pick you up Monday morning you do not go. If you did not cancel the trip ahead of time, this will be a Rider No Show. Your return trip scheduled for Monday will automatically be cancelled unless you call the office by 10:00 am on Monday. However, your trips for Tuesday – Friday will not be canceled. If we show up to pick you up on Tuesday and again you do not go and did not cancel the trip with Grove Transit, you will be charged another Rider No Show.

- Any rider who has 3 Rider No Shows in a 30 day period will lose their eligibility for the JARC program and will be required to reapply through the MPO office to be reinstated.
3. Payment of your share of the trip cost – At the time you book your transportation you will be informed of your share of the cost for each trip (both to and from work). Your payment is required to be paid in advance for the week, unless other arrangements are made. Grove Transit understands that many JARC riders are just returning to the workforce and may not have money to pay for trips in advance. Grove will work with individuals to assist them through their first two or three paychecks, after that riders will be expected to pay for their next week’s trips in advance.
- If you wish to be considered for this alternative, you must request it at the time you are scheduling your transportation.
  - You must give the date at which you will be able to make your payment.
  - Grove will arrange to collect the money from you on that day. If you fail to pay within 2 days of the promised payment date, you will be suspended from the program until you have paid any amounts owed. You will also be required to pay for all future trips in advance.

**I know that repeated offenses for Rider No Shows and/or failing to pay for my trips on time can result in the suspension or loss of my eligibility to participate in the JARC program.**

**By signing below I acknowledge I have read and understand the rules stated above.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

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