



**Yamhill County
Transit Area**

Paratransit

A Service of Yamhill County Transit Area

ADA PARATRANSIT APPEALS INSTRUCTIONS

Initiating an Appeal

1. Write a brief letter to Yamhill County Transit Area to request an appeal, explaining why you disagree with the decision. If you are unable to write a letter due to the nature of your disability, you can make the request on audio tape. Please call if you need assistance putting your request in writing or on tape.
2. Send letter or tape to:

Paratransit Appeals
YCTA
535 NE 5th St
McMinnville, OR 97128

For decisions related to eligibility, your request must be made within 60 days of receiving notice of the decision.

For decisions related to service suspensions, your request must be made within 14 days of receiving notice of the decision.

Processing an Appeal

An Administrative Review is performed by the YCTA for all appeal requests. The Administrative Review is designed to evaluate the appellant's record to insure that all the appropriate steps were taken during the application and

certification process and that the eligibility determination is justified based on the information in the file. No additional evidence or new information is considered at this time.

If the initial eligibility determination is not changed as a result of the Administrative Review, the appeal request is forwarded to the YCTA's Eligibility Review Board (ERB) for a formal appeal hearing. If the initial eligibility determination is changed as a result of an Administrative Review, the appellant will be provided written notification of the change. If the appellant still disagrees with the eligibility determination, the appellant may contact the ADA Paratransit Certification Program either orally or in writing, within 30 days of receiving the written notification of the YCTA's revised eligibility determination, to request a formal appeal hearing by the ERB.

The appellant will be notified of the hearing location, date and time. The appellant may decide whether or not to attend the formal appeal hearing.

Should the appellant require transportation to and from the hearing, the YCTA will make the necessary arrangements. Either the appellant or his or her designated representative or both may be present at the appeal hearing.

The appellant may present information, including additional evidence or new facts, and arguments in person orally and/or in writing at the time of a formal appeal hearing. The ERB may also request additional documentation and/or functional assessments as necessary.

After the ERB has made its final appeal decision, it will provide the appellant with written notification of its decision and the reason for the decision. Should the decision letter be requested in an accessible format, the YCTA will accommodate this request. This notification constitutes the final decision of the YCTA. If a change in eligibility is made by the ERB, a revised eligibility notification letter is also sent to the appellant by ADA Paratransit Certification staff.

For more information about:

- Paratransit eligibility
- The appeals process or
- The Americans with Disabilities Act requirements for specialized transportation services

Contact the Yamhill County Transit Area at:
(503) 474-4910