

Date: ____/____/____

_____ (name of agency and hereinafter referred to as “agency”) is requesting ____ gas cards and ____ bus passes to be distributed to Ryan White Part A-eligible clients (eligible clients are those currently enrolled in the Columbus TGA Ryan White Part A program and have a Ryan White Part A Eligibility Form on file at Columbus Public Health).

Ryan White Part A medical transportation services are available for eligible clients to access core medical and support services. This includes travel between the funded providers, as well as transportation assistance to government agencies or medical facilities required by any of the service’s eligibility requirements.

The agency agrees to distribute transportation assistance according to the following guidelines:

- **Bus Passes:** Bus passes are distributed in an increment of a one-day bus pass (COTA Mainstream bus passes are available on a case-by-case basis, approved by Columbus Public Health).
- **Gas Cards**:** Gas cards are distributed in an increment of \$5 and are based upon the round-trip distance to each documented appointment. Appointments conducted in one day should have mileage calculated round trip per appointment. Appointments scheduled over multiple days should have mileage calculated round-trip for each appointment per day of the appointment.
 - Under 10 miles = no gas cards
 - 10 – 24.99 miles = \$5 gas card
 - 25 miles - 49.99 miles = \$10 gas cards
 - For every 25 miles after 50 = \$5 gas card

**Transportation assistance per appointment may not exceed the federal mileage rate.*

***Total gas card increments were calculated based upon average gas prices of \$3.25 and 15 miles/gallon. A workgroup comprised of representatives from Ryan White Part A and Ryan White Part B, funded Ryan White Part A agencies, and consumers will review gas card distribution on an annual basis.*

The agency further agrees that any time medical transportation assistance is provided the Ryan White Part A Transportation Assistance Form will be completed and maintained in the client’s file. The agency is also responsible for maintaining a bus pass log and a gas card log that includes the following information: date of distribution of bus pass or gas card; name of case manager/Linkage to Care coordinator; client name; purpose of bus pass or gas card; and bus pass or gas card number. Bus pass and gas card logs should be submitted to Columbus Public Health when requesting additional bus passes/gas cards.

The agency is responsible for returning to Columbus Public Health all unused bus passes by December 31 or 30 days prior to their expiration.

Requestor Name

Title

Requester Phone Number

Requester Email Address

Requestor Signature

Requested Date of Pick-Up

Columbus Public Health Signature

Date of Pick-Up

Bus Pass # _____ - # _____

Gas Card #'s _____