

## Lyft Increase Request Form

This form is to be used for current GoDakota Lyft riders who are requesting an increase in Lyft funds. Before applying for additional Lyft funds, please verify with the rider that they are using their current Lyft Authorization.

Client Name:

PMI:

Rider Phone Number (tied to Lyft Account):

Case Manager Name:

Current Lyft Authorization Amount:

Case Manager Agency:

Does the rider need Wheelchair Accessible Vehicle? Yes  No

Why does the individual need additional Lyft funds?

- Employment
- Day Support Services/Adult Day:
- Post-Secondary Education
- Other:

Why isn't the current Lyft authorization meeting their needs?

Home address:

Work details:

- Work address:
- Number of days of work/week:

Other information that should be considered with this request:

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### Next Steps:

Case Manager uploads the Lyft Increase Request Form in OnBase as 3002 Lyft Increase Request and pushes via workflow to the Transportation Coordinator.

TAC Committee will review requests on a monthly basis. Requests need to be submitted by the 20<sup>th</sup> of the month to be reviewed that month.

If the request is approved, TAC will put a sticky note in OnBase with the allocation amount and start date and will add the note and line in SMARTS with the approved amount and start date.

For any questions/concerns, email [sslyft@co.dakota.mn.us](mailto:sslyft@co.dakota.mn.us)