

ACCESS Third Party Sponsor Instructions

- ◆ Mail or fax a letter on parish letterhead indicating that your parish would like to become a third party sponsor for the transportation of senior citizens in your area to:

ACCESS Transportation Systems
Center City Tower
650 Smithfield St.
Pittsburgh, PA 15222-0594
FAX# 412-391-0594

- ◆ Include the Financial Responsibility Data sheet as this will expedite things.
- ◆ Identify senior citizens in your parish who no longer drive or who have difficulty driving and would be able to take advantage of this service.
- ◆ Obtain and submit copies of proof-of-age (driver's license, birth certificates, etc., from the senior citizens you identify to ACCESS in order to confirm eligibility for the program.
- ◆ Determine who in your parish will coordinate contact with riders and ACCESS. If, for example, you have 12 people who want to come to Mass on Sunday, the coordinator might call them to determine which Mass (say, 10:00 or Noon) they would want to attend. Then the coordinator would call ACCESS and tell them: "We have 8 people for 10:00 Mass and here are their names and addresses. That Mass will be over at 11:00. And we have 4 people for the Noon Mass which will end at 1:00. Here are their names and address." (ACCESS will have the one-time proof-of-age information on file from when the people were first contacted.)
- ◆ NOTE: ACCESS will bill the parish monthly