



## **Wheels for Work Program Program Information and Applicant Questionnaire**

Thank you for your interest in Opportunities' Wheels For Work Program. Please take a few moments to read and complete this assessment form and mail it to us in the postage-paid envelope provided for your convenience.

### **What is Opportunities' Wheels For Work Program?**

Opportunities' Wheels For Work Program provides a way for eligible participants who work at least 25 hours per week, and who lack reliable transportation to get to and from work, to receive a modest loan for a replacement vehicle. In other cases, a vehicle repair can be considered if the participant's present vehicle is roadworthy.

### **Am I eligible to participate in the program?**

Eligibility requirements include the following:

1. The applicant is a resident of Lewis County, New York.
2. The applicant, and in certain instances his or her family members, must be a United States citizen or a TANF qualified non-citizen.
3. The applicant is a member of a family that includes a minor child or a pregnant woman. A minor child is defined as a child under age 18 or under age 19 if attending secondary school (high school) or an equivalent level of vocational or technical training (for example, a BOCES program). In order for the minor child to be eligible for TANF Services, the minor child must be living with a parent or other adult relative who is the primary caretaker of the child, or be in foster care with a plan to return home.
4. The gross income of the household does not exceed 200% of the current Federal Poverty Income Standards.
5. The applicant has a valid NYS driver's license.
6. The applicant is willing to meet with the Program Worker to identify strengths, goals and work together to create a Family Development Plan.
7. Upon receiving a payable service under the program, the recipient must be willing to meet with the Program Worker at least once per month (either face to face or by telephone) to discuss progress in meeting the self-identified goals in their Family Development Plan.
8. The applicant must be employed on a regular basis at least 25 hours per week. Applicants with temporary employment must provide proof from their employer that the position will last at least 12 months.
9. Prior authorization to participate in the Wheels For Work Program will be required by Opportunities' Chief Executive Officer as well as the funding source when eligible applicants:
  - i. Are officers or employees of Opportunities;
  - ii. Are close relatives of an employee of Opportunities; or
  - iii. May create the appearance of a conflict of interest through their participation in the program.

(Please note eligibility criteria may be subject to change without notice.)

### **I have read the above eligibility requirements and think I might be eligible. What do I do next?**

We encourage you to call Opportunities' Wheels For Work Program, at 376-8202 to set up an appointment.

## What will happen at the appointment?

1. You will receive a copy of the program policy and procedures for your information. If you would like to see these ahead of time, visit our web site at: [www.lewiscountyopportunities.com/wheels\\_for\\_work.htm](http://www.lewiscountyopportunities.com/wheels_for_work.htm)
2. You will need to complete an agency intake form that provides household information, employment history, transportation needs, etc.
  - a. You will need to complete a 200% TANF Services Certification Form. If you are not a citizen of the United States, documentation of your non-citizenship status will need to be presented. (As a footnote, a TANF Services Certification/Application Review form will be completed by our worker and maintained on file.)
    - If you are a non-custodial parent, you will need to complete a "Non-Custodial Parent Information Referral" form, with the understanding that information regarding your employment status and participation in the program will be forwarded to the local child support enforcement office for the purpose of accurately determining the collection of child support payments. (We are required to do this by our funding source.)
    - You will need to provide a "Statement of Need" as to why you need to utilize the Wheels For Work program, and also complete a budget worksheet.
  - b. *If you have been referred by the Lewis County Department of Social Services*, a Letter of Referral verifying your eligibility will need to be obtained from that agency. Our worker can help you with this.
3. You will need to present your valid NYS driver's license. A copy will be placed in your file.
4. You will need to provide a statement of any previous suspensions and/or revocations of your NYS driver's license if this has happened in the last year.
5. You will need to provide proof of employment of at least 25 hours a week. Examples of proof include the most recent month's pay stubs or letter from your employer verifying a job offer of at least 25 hours a week. If your employment is temporary, the letter from your employer must indicate your position is expected to last at least 12 months.
6. Our program worker will talk with you about your goals in life, and how you might be able to meet your goals through the creation of a Family Development Plan.

## Can I work on completing the Statement of Need before my appointment?

Yes. The Statement Of Need form is on pages 3 and 4 of this publication. Please take a few moments to complete the questionnaire and bring it with you to your appointment, or you can mail it to us ahead of time to:

**Wheels For Work Program  
Lewis County Opportunities, Inc.  
8265 State Route 812  
Lowville, NY 13367**

**Need to contact us?  
Call us at 376-8202,  
Monday through Friday,  
from 8 AM – 4 PM.**



**Wheels for Work Program**  
**Applicant Questionnaire and Statement of Need**

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

**Please take a few moments to answer the following questions:**

How did you find out about our Wheels For Work program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in the Wheels For Work Program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete the following information that describes your travel patterns:

How do you currently get to work?

\_\_\_\_\_  
\_\_\_\_\_

How far is your daily commute? (include total miles to and from work)

\_\_\_\_\_

Please list your work schedule (either current schedule or anticipated schedule once you start working.)

\_\_\_\_\_

Are there any other transportation options currently available to you?

Yes\_\_\_ No\_\_\_  
*If yes, please describe:*

\_\_\_\_\_

Do you currently have a valid New York State driver's license?      Yes  No

In the last year, have you had any suspensions and/or revocations of your New York State driver's license?

Yes  No

***(questionnaire is continued on back side)***

If yes, please list here:

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Please list any personal goals you would like to accomplish in the next year through the Wheels For Work Program: (examples could including budgeting, taking a defensive driving course to reduce your insurance premiums, learning about basic car care, etc.)

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**If you are accepted into the Wheels For Work Program, will you be willing to:**

1)	Complete all eligibility paperwork and submit verification of employment of at least 25 hours per week?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2)	Provide acceptable income verification before we authorize any payable services on your behalf?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3)	Participate fully in activities necessary to help you obtain reliable transportation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4)	Commit to work toward becoming more self-reliant by creating (with assistance from the Program Worker) a Family Development Plan during the intake process, and following through with it to the best of your ability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5)	At minimum, commit to monthly meetings (either face-to-face or by telephone) with our Program Worker as you are enrolled in the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6)	Make every attempt to keep appointments with your program worker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7)	Complete recertification paperwork if you continue to participate in the program for more than one (1) year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8)	If approved for a loan, make the required loan payments on a scheduled basis (as outlined in your Loan Agreement)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9)	Complete an exit interview questionnaire once you leave the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_