



**Appeals Process for ADA Eligibility Determination,
No-Show Suspension, and Reasonable Modification Denials**
Revised 1-30-25

The Americans with Disabilities Act has established categories of persons who are eligible to receive services complementary to fixed route service. These persons are functionally defined based upon their inability to use existing fixed route service.

The regulations also establish standards for the process of determining eligibility and require that an appeal process be established.

This appeals process was established to create an objective and unbiased process for ADA eligibility and no-show suspension.

If an application for ADA Certification is denied, or a passenger continuously received no-shows, and was suspended from service, the applicant may file an appeal within sixty (60) calendar days from the date of the notification letter of denial or suspension. Reasonable modification denial must be appealed within ten (10) days of the denial.

An appeal must be filed at:

Pacific Transit System
216 2nd Street
Raymond, WA 98577
Fax (360) 942-3193
Email: Teresa Ganzel at ada@pacifictransit.org

A form can be mailed to the appellant by calling (360) 875-9418 or (360) 642-9418, or (360) 484-7418 or pickup in person at 216 2nd Street, Raymond, WA 98577.

The applicant shall identify their name, address, telephone number, and facts supporting their appeal, including any additional supporting documentation. In describing the appeal, the applicant shall clearly and concisely state the grounds of the appeal.

You may submit any additional information regarding your disability as part of your appeals request. Any written material you submit will become part of your Appeal File and cannot be returned.

Check here if you have attached additional information: _____

Check here if you do not intend to appear in person at your hearing: _____

Print Name

Address

City, State, Zip Code

Telephone number

Signature

Date

This completed form should mailed, faxed, or emailed to:

Pacific Transit System
Attn: Dial-A-Ride Supervisor
PO Box 489
Raymond, WA. 98577
Fax (360) 942-3193
Email: Teresa Ganzel at ada@pacifictransit.org

Revised 01-30-25
Revised 10-03-24
Revised 05-16-24
Revised 04-21-23