



**Pacific Transit System**  
**ADA/ No-Show/ Reasonable Modification Appeals Form**  
**Revised May 2, 2024**

You have recently received a written notice from the DAR Supervisor notifying you that you do not qualify for ADA transit service, or that you received a no-show suspension from Dial-A-Ride service. Your request for an appeal must be made within sixty (60) calendar days from the date of the written notification or ten (10) days for reasonable modification denial.

Please review the attached ‘Appeal Process for ADA Eligibility Determination, No-Show Suspension, and Reasonable Modification Denial before completing this form.

As stated in the Appeals Process, the DAR Supervisor will consider your request for appeal. You will be notified in writing within fourteen (14) business days upon your stamped receipt of this appeal form if your appeal must be heard. Once your hearing has been scheduled, you will be notified in writing of your appeal hearing date and time.

If your appeal request is brought before the hearing, it is in your best interest that you, or your representative, appear in person. However, you are not required to do so.

Please explain why you disagree with the decision made about your eligibility or suspension of Dial-A-Ride service. You may use additional sheets of paper as necessary:

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Once a request for an appeal has been made, the appeal will be granted, or a hearing date shall be established, and the appellant notified. If necessary, Pacific Transit System will

arrange for transportation for the appellant, to and from the appeal hearing, at no cost from any location within the Pacific Transit System’s Dial-A-Ride service area. The appellant may bring a representative, advocate or witness(es) to assist with the presentation of the appeal, however, Pacific Transit System will not provide transportation for the representative, advocate, or witness(es).

Your DAR eligibility appeal will be heard by the DAR Supervisor of Pacific Transit System. The Director is not involved in the initial ADA certification process.

Within fourteen (14) business days upon your stamped Appeals Form receipt you will be notified by mail if your appeal has been granted for the date and times of an appeals hearing. The DAR Supervisor will schedule and conduct hearings as soon as is administratively possible. If no decision is made within 30 days after completion of the appeals process, there will be a presumption of eligibility or termination of suspension unless and until a contrary decision is made.

At the appeals hearing, you will have the opportunity to submit any additional information, and written evidence and/or arguments to support your qualifications for service. You may bring a representative, advocate, or witness(es) with you to this meeting.

The appeal hearing will be conducted in an orderly and professional manner. You will be notified of the decision in writing within thirty (30) days of the hearing. The written determination shall state the reasons for confirming or overturning the denial.

The appeal files will be forwarded to the proper authority for safekeeping and storage. The Supervisor's decision will be final.

If more detailed information about the appeals process is desired, please contact Dial-A-Ride Supervisor at 360-875-9418 or 360-642-9418.

Revised 05-01-24  
Revised 04-21-23