

ETAP PROGRAM BENEFITS VEHICLE ASSISTANCE REPAIRS AND PURCHASE GUIDANCE

Program Goals—To Temporarily assist low income individuals to overcome transportation barriers which prevent them from being hired in competitive jobs and from being dependable employees. To Transition individuals from dependence on transportation assistance programs to independence.

VEHICLE REPAIR

ETAP can assist with vehicle repair expenses exceeding \$100.00 that are not considered routine maintenance. ETAP can pay up to 75% of the cost of a vehicle repair. Repair estimates are required. Repair costs can only be paid directly to the repair service. Any repairs over \$1000.00 must be submitted to the state for approval. Transportation services are available while vehicle is being repaired.

In order for ETAP to assist with a repair, our office must complete a “repair screening checklist”. Once completed we will ask you to review and sign the form. ***A detailed estimate of the requested repair must be attached to the form.*** Repairs must be completed at a licensed repair shop (somewhere that can also do inspections). The estimate must come from the repair shop. It should include a list of any parts and labor which will be necessary to complete the repair. After repairs are completed, a detailed paid invoice must be submitted to the office. Our office will also ***need copies of your driver’s license, vehicle registration, vehicle insurance and recent paystubs prior to release of funds.***

Please note: ETAP can not pay for towing or rollback services. Items considered to be routine maintenance include (but are not limited to) the following: inspections, oil changes, bulb changes, fluid refills, battery, labor and tax associated with those items.

VEHICLE PURCHASE

ETAP can assist with the purchase of a vehicle. In order to qualify, the individual must be employed with the same organization for a minimum of 20 days, and can provide documentation of zero absenteeism for a period of at least 20 days. The client must provide a portion of the payment toward the vehicle. Financing is acceptable, however high financing rates (20% or more) will not be approved. Only one vehicle purchase per family per lifetime is available through this program. All purchases must be submitted to the state for prior approval. Payments for vehicles will be made directly to the seller. Our office must complete a “vehicle repair checklist”. Once completed we will ask you to review and sign the form. Our office will also ***need copies of your drivers license, vehicle insurance and recent paystubs prior to release of funds.***

In order for us to consider purchasing a vehicle, please provide us with the following documentation from the dealer/seller:

- Dealer/Seller information including name and phone number
- Year, make and model of vehicle
- Odometer Mileage and VIN #
- Purchase Price (other fees and warranties must be listed separately)
- Down payment, payment plan and/or financing information

If you are requesting a purchase from a private seller (not a dealership), please request a Private Sale Form and complete parts A & B for our office to review. Our office may require additional information about the sale of the vehicle.

PLEASE NOTE: Because of the requirements of the program, it may take two to three weeks to approve and process a payment for a purchase or repair.

IMPORTANT NOTE: This program is subject to state fund availability. Any or all portions of this program may change or discontinue at any point in time.