



# Program Application

## A. Are you eligible?

Wheels to Work assists eligible persons with the purchase of affordable used vehicles and financial assistance for repairs on currently owned vehicles, driving instruction, title and registration fees, and other transportation-related services. To qualify for assistance, applicants must meet the following requirements:

- Resident of Otsego County for 30 days minimum AND
- Currently employed 20 or more hours/week OR have a letter of hire confirming employment of 20 or more hours/week AND
- Meet TANF household requirement that the household contain one of the following:
  - o A minor child under the age of 18 or under the age of 19 and attending secondary school (high school) or an equivalent level of vocational or technical training, (e.g., a BOCES program), OR
  - o A pregnant woman, OR
  - o An adult who is not the parent, but is a relative caring for a minor child, OR
  - o The applicant is the non-custodial parent of a minor child.

AND

- Meet TANF income eligibility requirements (i.e., eligible to receive Family Assistance/SafetyNet, Medicaid, SNAP/Food Stamps, HEAP, or Reduced/Free Lunch benefits), AND
- Documented need for assistance AND
- For car purchases:
  - o Driver's license does not have any points and must be clean of DUI, DWI, and DWAI for 7 years from the date of fines paid.
  - o Have not previously purchased a car through Otsego County's Wheels to Work program.

## B. Tell us about yourself.

Please fill in the blanks for this entire section.

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home Address (if different from mailing): \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Household Size: \_\_\_\_ Adults \_\_\_\_ Children (under the age of 18 OR under the age of 19 and attending high school or an equivalent level of vocational/technical training)

Service Requested:  Car Repairs  Car Purchase  Driving Instruction Fees  DMV Fees  
 Other: \_\_\_\_\_

Does anyone in your household own a vehicle?  Yes  No If Yes, please specify:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Current Mileage: \_\_\_\_\_

Is this vehicle in running condition?  Yes  No If No, please explain: \_\_\_\_\_

\_\_\_\_\_

*(A written estimate will be requested to confirm this information.)*

Current occupation:

Job Title: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

When did you start working with this employer? (Month/Year) \_\_\_\_\_

May we contact your employer for a reference?  Yes  No

If Yes, your supervisor's name and phone number: \_\_\_\_\_

What is the approximate distance from your residence to your work? \_\_\_\_\_ miles

Do you have a valid New York State Driver's License?  Yes  No

If Yes, License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have children?  Yes  No If Yes, please provide the following information:

First & Last Name	Birth Date	Living at Home?

What is the distance from your residence to your child care provider? \_\_\_\_\_ miles or  N/A

Is public transportation available in your area?  Yes  No

If yes, do you use public transportation?  Yes  No

If public transportation is available but you don't use it, why not? \_\_\_\_\_

\_\_\_\_\_

If public transportation is not available in your area, how do you get back and forth to work and to your child care provider (if applicable)? \_\_\_\_\_

\_\_\_\_\_

What is the approximate distance from your residence to public transportation? \_\_\_ miles or  N/A

Are other transportation options available to you (e.g., taxi, car pooling, walking, bicycling)?  Yes  No

If Yes, what are they? \_\_\_\_\_

Do you receive benefits under one or more of the following programs?

- Family Assistance/Safety Net       Medicaid/Medicare       SNAP (Food Stamps)       HEAP  
 Reduced/Free School Lunch       SSI       SSDI

Please list all sources of **gross income** including wages, social security benefits, public assistance benefits, child support, alimony, etc. received and any other recurring income of a family member:

Type of Income	Payee (Who Receives?)	Amount	Frequency (weekly, monthly, etc.)

Please provide a brief statement explaining why you need our services and how it will help you obtain, maintain, and/or improve employment.

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Are you working with any other programs at Opportunities for Otsego?    Yes    No

If yes, please specify: \_\_\_\_\_

Please check any topics about which you would like additional information:

- Healthy Pregnancy       Heating Assistance/Weatherization       Housing Assistance  
 Child Development       Child Care       Employment  
 Energy Conservation       Home visiting programs       Parenting Education  
 Managing a Budget       Violence Intervention Program       Nutrition  
 Other \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

## C. What happens next?

### 1. Return the application to:

- By mail:       Wheels to Work Program Coordinator  
                  3 West Broadway  
                  Oneonta, NY 13820
- In person:     Wheels to Work Program Coordinator  
                  10-20 Depew Street  
                  Oneonta, NY 13820
- By fax:         607.433.0440
- By e-mail:     employmentcounselor@ofoinc.org

### 2. Schedule an Interview:

All applicants for the Wheels to Work program are asked to complete an interview in person. An Employment Counselor will contact you to schedule an appointment. Please bring the following information with you:

- Proof of employment (4 most recent paystubs) or letter of hire
- Copy of your New York State Driver's License
- Social Security numbers, birth dates, and documented income information for all household members
- Information pertaining to household expenses for completion of a budget

For car purchases, we will request permission to check your driving record with the DMV. Clients must be clean of DUI, DWI, and DWAI for 7 years from the date of fines paid.

For car repairs, also bring the following:

- Copy of the title, registration, and insurance card for your vehicle
- Estimate of repair from a licensed motor vehicle repair shop