



LAKE COUNTY OFFICE OF TRANSIT SERVICES APPEALS PROCEDURES

Under the provision of the Americans with Disabilities Act of 1990, you have the right to appeal any determination stating that you are not eligible for the Lake County Connection service or any restrictions which may have been placed upon your use of the service. You must make your appeal within sixty (60) calendars of receiving your determination letter.

- If the applicant receives a denial letter or a letter listing conditions of service, a “Request for Appeal” form will be included.
- When the “Request for Appeal” form is returned to Lake County Connection, the file will be routed to the Appeals Committee.
- A letter is sent to the appellant detailing date, time, and location of the appeal hearing. Transportation is provided free of charge to and from the hearing. An advocate is welcome to accompany the appellant.
- The appellant may waive an in-person appeal hearing and proceed on the basis of a written presentation.
- The Appeals Hearing will be conducted by Lake County Office of Transit Services staff that were not included on the original eligibility decision.
- If the Lake County Office of Transit Services has not made a decision within 30-days of the appeal hearing, Lake County Connection shall provide paratransit services from day 31 until and unless a decision to deny the appeal is issued.

REQUEST FOR APPEAL FORM

Please complete this form if you would like to appeal our determination regarding your eligibility for the Lake County Connection Service. Once completed, please return it to the address listed below. Completed forms must be postmarked within 60 days of the date of your eligibility determination letter.

Name: _____

Street address: _____

City: _____ State _____ Zip _____

Telephone number with area code: (____) - _____

___ I choose to appeal the determination of my ADA Eligibility for Lake County Connection Service.

We will contact you to schedule a mutually agreeable day and time for the appeal hearing. You may bring additional information to the hearing and can attend with others who are able to provide information on your behalf. Transportation is provided free of charge to and from the hearing.

You may choose to waive the in-person hearing and proceed with a written presentation of justification of your eligibility.

___ I choose to waive the in-person Eligibility Appeals Hearing and submit justification in writing to be reviewed by the Appeals Committee.

If Lake County Connection has not made a decision within 30 days of the appeal hearing, Lake County Connection shall provide paratransit service from day 31 until and unless a decision to deny the appeal is issued.

Applicant signature: _____

Date: _____

Return completed form to:

Lake County Connection
Appeals Committee
560 E. Burleigh Blvd
Tavares, FL 32778