



Mobility Management
of Brown County

"Creating Independence"

INSTRUCTIONS TO PARTICIPATE IN THE VOUCHER PROGRAM FOR AGENCIES

1. Read the Voucher Program Policy & Procedures handbook.
2. Complete the Business/Agency Registration and Agreement. Return it to:
Mobility Coordinator/Green Bay Metro
901 University Ave.
Green Bay, WI 54302
3. After the Business/Agency Registration and Agreement is on file, your business or organization can begin purchasing vouchers according to the policy and procedure handbook.
4. You can pre-order via email at voucher@greenbaywi.gov. Payments must be made in full at pick-up.
5. Treat the voucher as if they were cash.
6. When handing out a voucher, print the name of the rider who will use the voucher.
7. 2018 Business/Agency vouchers are yellow. Because they are not subsidized by government dollars, there are no restrictions on who you can distribute to them; nor are they restricted to times/days of usage.
8. If the voucher is more than the cost of the ride, they will not be given change.
9. If the voucher is less than the cost of the ride, the rider will be charged the difference.
10. Keep your own records of any vouchers purchased or distributed. You are able to charge no more than 50% of the face-value of the voucher or distribute at no charge if you choose.
11. Inform clients of the vouchers available to them through you, or refer eligible clients to Mobility Management of Brown County where they can purchase vouchers at 50% of the face-value.

2018 vouchers expire at MIDNIGHT, DECEMBER 31, 2018

You will be able to purchase 2019 vouchers in December, 2018.

On January 1, 2019 the new 2019 vouchers will be accepted.

2019 vouchers expire at midnight, December 31, 2019.

