



King County Phone: 1-800-923-7433

Snohomish County Phone: 1-855-766-7433

Mailing Address: 14812 Bellevue, WA 98007 Main St,

Web: [www.hope-link.org](http://www.hope-link.org)

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## Gas Card Program Requirements

It is a State of Washington requirement that all clients requesting gas cards for reimbursement for travel for medical appointments must provide the following information.

1. A photocopy of the Washington State driver's license of the primary person who is driving the client to medical appointments.
2. A photocopy of the Washington State vehicle registration for the primary vehicle being used to transport the client to medical appointments.
3. A photocopy of the proof of Washington State auto insurance card for the primary vehicle being used to transport the client to medical appointments.

The driver's license, insurance, and vehicle registration must be current at the time of your appointment. This information will be kept on file at Hopelink, and will not need to be resent until they expire. It is your responsibility to keep this documentation current with Hopelink. Clients who do not have all three items current and on file with Hopelink will not receive reimbursement under the gas card program. All client information given to Hopelink is confidential and will not be shared with any other agency or individual.

Please fill out this form and return it, along with the required documentation to:

Hopelink Transportation  
14812 Main St  
Bellevue, WA 98007

Or fax to: 425-644-9447

To be sure that there is no disruption in the processing of your gas cards, we are requesting that this information be sent in as soon as possible. We will no longer accept request for gas cards for the prior month after the 7<sup>th</sup> day of the following month.

Thank you,

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Please PRINT the drivers name and the names of all HCA Medicaid clients being driven by that driver on this form.

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Driver Name:

Client Name:

Client Name:

Client Name:

Client Name:

Client Name:

Client Name: