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Dear Friends of Share A Fare,

This letter contains several important updates regarding the Share a Fare program. Please read it carefully and in its entirety.

Since program inception, Share A Fare has relied on volunteer assistance to manage costs particularly from Board members who volunteer over 200 hours of leadership service to the Share A Fare program annually. Blind members fill a majority of the board positions, keeping with Share A Fare's philosophy of the blind working on behalf of the blind. Volunteerism has allowed the nonprofit to direct funding toward participant assistance but this has not allowed growth to meet need. To assist in the facilitation of the coupon/ridesharing increase while focusing additional marketing efforts to the growing blind population of the metro, the board has contracted a first-ever Program Coordinator to manage and market the transportation program. As such, I would like to introduce myself as the new Program Coordinator. My name is Lisa Johnson and I am eager to work with you and on behalf of the Board of Directors to promote and grow this important service to the blind and visually impaired community.

Second, 89% of surveyed program participants expressed a need for additional transportation support, as such, the Board of Directors has voted to permanently increase the program benefit by 33%. What does this mean to you? Beginning in the fourth quarter, or purchases made September 21 and beyond, you may buy up to four cab coupon books monthly OR receive a larger reimbursement through the ridesharing program.

You may order a maximum of four, \$25.00 cab coupon books per month at half price for a cost of \$50.00. Effective immediately, cab coupons will no longer be available at either the Omaha Council of the Blind (OCB) or at the Omaha Association of the Blind (OAB) meetings but can still be purchased in one of two ways:

1. By Mail: Make checks payable to Share A Fare, Inc. and mail to the above address. Remember to have your order to us by the 20<sup>th</sup> of each month. Coupons will be mailed to you on, or after, the 25<sup>th</sup> of the month. Please include an additional \$2.00 for postage, for a total of \$52.00.
2. Online: Purchase coupon books online via our secure website <https://shareafare.org>. Please either call or email us if you do not have a username and password. Remember that all online transactions must be completed by noon on the 20<sup>th</sup> of each month.

For those participating in the Uber/Lyft Ridesharing program, the reimbursable amount will be \$50.00 per month. Initial reimbursement checks in this amount will be mailed in January 2020 and in each subsequent month following the conclusion of each quarter. Please keep in mind the following guidelines:

1. You may email receipts monthly or wait until a sufficient dollar amount is reached and email multiple receipts simultaneously, by noon on the 20<sup>th</sup> of January, April, July and October to [ridesharing@shareafare.org](mailto:ridesharing@shareafare.org). An administrative fee of \$2 will be assessed when reimbursement is mailed at the end of the quarter. Submitted receipts cannot overlap other quarters.

2. Should you choose to email multiple receipts as attachments, such attachments must be unaltered from their original send, cut and pasted into Microsoft Word, saved and sent in a .doc, .docx, .pdf or .txt format. Receipts sent via United States mail will not be processed for reimbursement.
  
3. Reimbursement for RideSharing receipts will only be processed for trips beginning and ending within the Greater Omaha Metropolitan area.

Finally, we are in the process of transitioning from the use of cab coupons to the use of an iCare card. Once our current inventory of cab coupons has been depleted, you will be mailed an iCare card. This card functions like a prepaid debit card in that, each month when you mail in your checks to Share A Fare, the subsidized amount will be loaded on to your iCare card. When using a cab, you will provide this card to the driver who will withdraw the appropriate funds and provide the rider with a receipt. It is essential that when you receive your iCare card in the mail that you do not lose it. iCare cards do not have an expiration date and funds will remain on the card until they are fully used.

If you have any questions about these changes, please feel free to reach out via phone or email.

Thank you,

Lisa Johnson, Program Coordinator