

ORCA Card Procedures

The OESD #114 HS/EHS/ECEAP program recognizes the importance of providing transportation resources for our families. We know that it can be a major barrier to participation in the program and can lead to poor attendance both in center based class and home based socializations.

PROCEDURE FOR FAMILY ADVOCATES/HOME VISITORS

1. As a payer of last resort, meaning all transportation resources have been exhausted, we will provide an ORCA card for a limited time in which we will help families obtain their own reduced fare ORCA card through Kitsap Transit.
2. Have parent **READ & SIGN** ORCA Consent Form before the card is issued and at the middle of the month if they wish to continue to use the card the following month.
3. Submit the consent form to the Admin. Assistant so that the card can be registered to the family and activated for use. A copy of the Orca Consent form will be given to the requestor with official Orca Card number documented for their use. Loading the card can take 24-48 hours before the card is valid as the computer has to transfer the information to the buses.
4. By the 15th of every month, the Family Advocate/Home Visitor must see the family's ORCA card to check the number on the card to verify it matches the card number registered to them. Have the parent sign a new consent form for the upcoming month and submit it to the Admin. Assistant by the 20th of every month so that they can be processed for the upcoming month. This will ensure a seamless transition from month to month.
5. A lost or stolen card can be replaced twice. If it happens a third time, the Family Advocate will help the family obtain their own Reduced Fare ORCA card with Kitsap Transit.

Criteria for using an ORCA card:

The following is the criteria for using an ORCA Card.

1. To get a child to class or attend OESD HS/EHS/ECEAP program services.
2. Case by case basis. Special situations do arise in families and we recognize this need. The Family Advocate/Home Visitor will need to discuss this with their supervisor and get their approval to issue an ORCA Card or if Bus Tokens would be a better way to handle the transportation need.