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FREE GROUP SUBWAY TRANSPORTATION - PROGRAM GUIDELINES

In collaboration with MTA New York City Transit, the Department of Youth and Community Development (DYCD) administers the Free Group Subway Transportation Program.

PROGRAM ELIGIBILITY

1. The Free Group Subway Transportation program is available to non-profit organizations and schools serving youth **ages 5 through 18**.
2. Organizations must provide proof of their Federal Taxpayer Identification Number or EIN # and Tax Exempt status.
3. Organizations must have a minimum of 15 youth participants enrolled.
4. Program benefits are available to NYC Department of Education (DOE) public schools for travel during non-school hours. For transportation services during school hours, contact DOE at 718-392-8855.

PROGRAM IDENTIFICATION CARDS

1. All organizations must complete an application to obtain Program Identification (ID) Card(s). Organizations are responsible for the safekeeping of the Program ID Card. Replacement for lost or damaged Program ID Cards will be at the discretion of DYCD.
2. Requests for additional Program ID Cards will be honored at the discretion of DYCD.
3. The **white Program ID Card** will be the **only** accepted identification for authorized organizations. An original Program ID Card must accompany the original Certificate for Free Transportation and shown to the station agent for entry into the NYC subway system.

CERTIFICATE FOR FREE TRANSPORTATION

1. All organizations must submit either a completed application, written or email request for additional certificates for free transportation. The written request must include the name of the organization, address, phone number, contact person information, Federal Taxpayer Identification Number or EIN #, tax exempt #, and valid Program ID Card Number. Written requests should be forwarded by mail to: DYCD, Office of External Relations, 156 William Street, New York, NY 10038 or email: transportation@dycd.nyc.gov.
2. Certificates for Free Transportation are valid for travel on NYC subways only (no NYC buses) and during the times designated on the face of the Certificate.
3. Each Certificate is valid for no more than forty (40) children (**ages 5 through 18**) and four (4) adults, and not less than five (5) children and one (1) adult. The ratio is ten (10) children to one (1) adult.
4. **Accurately and clearly** complete the left side of the Certificate for Free Transportation before it is presented to the station agent. The organization name on the Program ID Card must correspond with the name on the Certificate. The agent on duty will complete Sections A or B. The white copy will be used for the outbound trip and the yellow copy for the return trip.
5. Copies of the Certificate for Free Transportation will not be accepted by NYC Transit and entry to the system will be denied.
6. Certificate(s) shall only be used by the organization for which the Certificate(s) was issued. Use of the Certificate(s) without proper authorization is a violation of NYC Transit rule NYCRR Section 1050.4 (e).
7. DYCD maintains records of Program ID Cards and Certificates sent to eligible youth organizations.

Please be advised that New York City Transit may refuse entry into the NYC subway system for violations of program guidelines. Violation of these guidelines may result in the termination of your organization's program eligibility.

For additional information, please contact DYCD via phone at (800) 246-4646 or email to transportation@dycd.nyc.gov.