

AIRCHECKTEXAS DRIVE A CLEAN MACHINE PROGRAM Frequently Asked Questions FOR REPLACEMENT APPLICANTS

Proof of Income Questions:

What documents are needed to determine proof of income?

- Income tax returns, W2s, **3 months'** worth of pay stubs, disability benefits, social security documents, federal/state assistance letters, housing assistance forms, retirement benefits, **or** a written statement stating "no source of income" are all acceptable forms of proof of income. One or a combination of these documents can be used to provide proof of income for the household.

Do I need to submit proof of income for an adult even if they are not employed?

- We must receive some form of proof of income for every adult (age 18 or older) in the household. If an adult does not receive any type of assistance and has not been employed at any point during the year, they may submit a "no source of income" statement.

Who is considered part of the household?

- Any individual that lives in the house, including dependent children. If someone pays rent on your behalf, you are considered part of their household. If you pay rent to stay with an individual(s), it is not required to include that/those individual(s) to the total household count.

My vehicle has two registered owners but we are not part of the same household. Do I need to provide proof of income for the 2nd vehicle owner?

- For the Replacement program, even if the 2nd vehicle owner is not part of the same household, we will need their proof of income. The 2nd vehicle owner will need to be added to the application in section 1 and they will need to sign the affidavit at the bottom of the application. Another option would be to have the 2nd vehicle owner removed from the vehicle's registration.

Program Requirement Questions:

Is my vehicle eligible?

- A vehicle must meet all [vehicle requirements](#) and the applicant(s) must meet all income requirements in order to be eligible for assistance.

What do I need to send for determining eligibility?

- You must submit:
 - o A completed and signed Replacement application,
 - o Income documentation for **ALL** adults in the household

If my vehicle is less than 10 years old, am I still eligible for assistance?

- You may be eligible for a Replacement voucher if your vehicle has failed the emissions test within 30 days of applying, and you meet all of the other requirements for the Replacement program.

How does AirCheckTexas define “drivable?”

- If you can drive the vehicle under its own power to a participating dealership, your vehicle is considered drivable. Please note, a participating dealership will not accept a voucher if you have to tow the vehicle to their location.

Does the vehicle need to be in my name?

- The applicant must be the registered owner of the vehicle. The name on the title and registration must be the same name on the application.

How long do I need to own the vehicle?

- There is not a requirement for how long you need to own the vehicle; however, the vehicle must be currently registered in a participating county as well as registered 12 of the past 15 months.

My vehicle has a salvage title, is my vehicle still eligible?

- Vehicles with a salvage title are still eligible as long as they meet all of the [vehicle requirements](#).

I’m still making payments on my vehicle, am I still eligible for a voucher?

- You may still be approved for a voucher even if your vehicle still has a lien holder. However, a dealership is not obligated to work with you.

My registration expired, is there any way I can still be eligible for assistance?

- If you meet all of the [vehicle requirements](#) and your vehicle has been registered for 12 of the past 15 months in a participating county, you may obtain a 30 day registration permit from the DMV and fax in the receipt.

What does it mean for a vehicle to be registered for 12 of the past 15 months?

- In the 15 months prior to the application date, your vehicle cannot have a lapse in registration of more than 3 months.

Voucher Questions:**What assistance is available?**

- The program may provide financial assistance to replace your vehicle. The website will provide the most current funding status for the replacement program.

Is the voucher used in addition to the trade-in value of my vehicle?

- The voucher represents a guaranteed trade-in value of \$3,000-\$3,500 for your vehicle, depending on the replacement vehicle purchased.

Can an individual replace more than one vehicle through the program?

- An individual may use a Replacement voucher once within a 12 month period.

Can multiple vouchers be combined toward one replacement vehicle?

- No, only one valid voucher can be used toward the purchase of one replacement vehicle.

If I am approved for the voucher, can I purchase any vehicle?

- There are requirements for the new vehicle that you purchase. Please refer to the [New Vehicle Requirements](#) or contact our office for more information.

Can I use the voucher towards a lease of a new vehicle?

- No, lease agreements are not allowed. The vehicle must be purchased by the participant.

I have an eligible co-signer on my voucher, can they purchase the new vehicle in just their name?

- No, the person issued the voucher must be on the new purchase documents whether it's as the primary purchaser or co-signer.

Does my voucher expire?

- Vouchers are valid for 90 days. The expiration date is located at the top right corner of the voucher. It must be used on or before this date.

Can I get an extension on my voucher?

- No, if your voucher expires you will have to reapply to the program.

Am I obligated to use the Replacement voucher if I am approved?

- No, but the voucher will expire after 90 days.

Where can I use my voucher?

- You will receive a list of [participating dealerships](#) that accept the voucher. Vouchers can only be used at participating locations.

I received a voucher for the North Central Texas Region AirCheckTexas program. Can I use my voucher at a participating dealership for one of the other AirCheckTexas programs?

- Each region has their own funds. A North Central Texas Region voucher can only be used at a North Central Texas Region participating dealership.

Other Questions:

How do I get an application?

- You may print an application from our website, www.airchecktexas.org, or contact our office at 1.800.898.9103 and request an application to be mailed to you.

Where should I submit my application and household income documents?

Mail: AirCheckTexas Program Fax: 817.608.2315
P.O. Box 5888 **(DO NOT put a one (1) before the 8)**
Arlington, TX 76005-5888

I completed and submitted the online application, do I need to fax or mail a copy as well?

- Yes, we will not be able to process your application until we receive a hard copy of the application, along with supporting documentation, via fax or mail.

How long does it take for my application to be processed and how will I be notified?

- Please allow up to 10 business days for application processing. Processing times vary depending on the number of applications received. All applications will be processed in the order they are received. You will be notified by mail if you are approved or denied for assistance. If you are denied for assistance, your denial letter will state why you are denied, and what is needed to become eligible for assistance.

How can I check the status of my application?

- You can contact our office at 1.800.898.9103 or send an email to airchecktexas@nctcog.org.

What will I receive if I am approved for assistance?

- You will receive an approval packet including; a voucher letter, retired vehicle transfer manifest, a list of approved participating dealerships, as well as several other informational items.

Can I submit a repair and replacement application for the same vehicle and then decide which voucher I would like to use?

- No. Please choose which program you would like to apply for before submitting your documents. Submitting 2 applications for the same vehicle will delay the processing time for your application.

What happens to my old car?

- The dealer will transfer a clear title along with the retired vehicle and transfer manifest to a participating dismantler.

Is a co-signer allowed for the replacement vehicle?

- Yes, the State will allow a co-signer as long as the person lives in the same household as the participant/vehicle owner and the Regional Administrator calculated their income when qualifying a participant for the program. Any eligible co-signer(s) will be listed on the voucher.

Example - A participant's wife may be a co-signer on the new loan (including having her name on the application for title) even if the retired vehicle is just in the husband's name because the wife lives in the same household. The household income was verified to qualify for a voucher, which includes both the husband and wife's incomes.

If a voucher was issued to two people, do both participants need to be on the paperwork for the new vehicle?

- No. While both participants are permitted to be listed on the new purchase, only one of the owners from the retired vehicle needs to be on the purchase of the new vehicle.

If I have another vehicle(s) I wish to trade in along with the voucher-issued vehicle, is this possible?

- Yes, you can use the voucher along with another vehicle as a regular trade in.

I am not eligible for the AirCheckTexas programs. What other programs can help me?

- The DPS waiver station might be able to assist with an inspection waiver in order to get your vehicle registered. For waiver information and eligibility, please contact a DPS waiver station. Irving: 972-251-2404 or Plano: 972-422-5428.

How is the AirCheckTexas Drive a Clean Machine Program funded?

- \$6 is collected from vehicle emissions inspection fees in nonattainment counties for owners of 1996 or newer model year vehicles.