

AIRCHECKTEXAS DRIVE A CLEAN MACHINE PROGRAM

Frequently Asked Questions FOR REPAIR 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 Repair program, if the 2nd vehicle owner is not part of the same household, you can submit a statement stating they are not part of the same household and we will not need their information.

Program Requirement Questions:

Is my vehicle eligible?

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

What do I need to send for determining eligibility?

- You must submit:
 - A completed and signed Repair application,
 - Income documentation for **ALL** adults in the household
 - A failed Vehicle Inspection Report within the past 30 days of the application date

My check engine light is on and I know the vehicle is going to fail the inspection, do I still need the inspection report?

- Yes, you will need to submit the Vehicle Inspection Report as proof that your vehicle has failed the emissions test within the past 30 days.

What is the Vehicle Inspection Report (VIR)?

- The Vehicle Inspection Report (VIR) is provided to you by the State inspection station after your vehicle is inspected. If your vehicle failed the emissions portion of the inspection, you must provide a copy of the VIR when applying for repair assistance. If you lose or misplace your VIR, you can download a copy by visiting the website www.mytxcar.com.

How does AirCheckTexas define “drivable?”

- If you can drive the vehicle under its own power to a participating repair facility, your vehicle is considered drivable. Please note, a participating repair facility 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 can still be eligible as long as they meet all of the [vehicle requirements](#).

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 repair your vehicle if you failed the emissions portion of your annual vehicle inspection.

Does the voucher cover all repairs?

- The Repair voucher covers up to \$600 of emissions-related repairs only.

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

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

Can I get an extension on my voucher?

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

Where can I use my voucher?

- You will receive a list of participating repair facilities 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 repair facility 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 repair facility.

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, household income documents and VIR?

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 in 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 or get answers to questions I have regarding the program?

- 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 letter, a voucher, and list of approved participating repair facilities.

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.

Can I repair more than one vehicle through the AirCheckTexas Repair program?

- Yes, an individual can utilize the program more than once, but may only repair the same vehicle (registered in applicant's name) once in a 12-month period.

I've already made repairs on my vehicle, can I get reimbursed?

- Per program guidelines, we do not provide reimbursements. In order to receive assistance, you must be approved and have the voucher in hand prior to going to the repair facility.

I passed my annual vehicle inspection, but I didn't get my inspection sticker. Where do I call to inquire information about my sticker?

- As of March 1, 2015, vehicle inspections and registration renewals transitioned to the "Two Steps, One Sticker" program. For more information, please visit: www.TwoStepsOneSticker.com

I am not eligible for the AirCheckTexas program. 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.