Transportation Subsidy Training Workshop, Outside of the NCR

Dante L. Jeffries

Transportation Subsidy Training Workshop

Regional Transit Benefit Coordinator Roles and Responsibilities:

* The Transit Benefit Coordinator has overall responsibility for communication, coordination, auditing, and management of the agency's respective organizations.
* The Transit Benefit Coordinator receives, reviews, and forwards all transit applications for processing.
* The Transit Benefit Coordinator provides guidance and serves as the point of contact on national transit benefit program questions or issues.

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Transit Benefit Program Participants must provide the following information:

* Home Address (including the street name)
* Home Phone Number
* Work Address
* Work Phone Number
* Expense Worksheet (Each transit coordinator should require a print out of the travel plan(s) and cost for each transit authority the employee identifies as his/her mode of transportation.)
* Transit Subsidy Training Certificate (applies to employee's new to the program.)
* A supervisor or person of authority signature verifying costs were reviewed for reasonableness.

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New Employee (TRANServe Debit Card)

* New employees who enrolling in the program that will need to receive the TRANServe Debit Card, must turn in there paperwork by the 5th to their transit coordinator.
* The card will be delivered to the regional transportation subsidy coordinator. The employee will then be e-mailed or called to pick-up their debit card.

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TRANServe Debit Card continued

* The debit card is loaded with transit benefits the 10th of every month.
* Benefits will remain on the card from the 10th until the 9th of the following month.

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Revised Application Procedures (Debit Card)

* When revising your benefit for the TRANServe Debit Card you must again have all paperwork in by the 5th.
* Changes will not take effect until the 10th of the following month.

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Employee De-enrollment

* For employee de-enrollment, you can either e-mail, fill out the transit de-enrollment form, or both. This will depend on what your regional transit coordinator would like you to do.