

**TRANSPORTATION SUBSIDY PROGRAM
ANNUAL RECERTIFICATION FREQUENTLY ASKED QUESTIONS**

To enhance management controls for preventing Transportation Subsidy Program fraud, waste, and abuse, recertification (e.g., mandatory training, application and recertification statement submission, program withdrawal, etc.) is required by all participants on an annual basis. Recertification must occur before November 1, 2012, in order for participants to receive Transportation Subsidy benefits for Fiscal Year 2013.

There are three unique regional deadlines: Region One, California and Annual Pass Participants, the deadline is September 14, 2012; Region Two, West, the deadline is October 1, 2012; and Region Three, East, the deadline is November 1, 2012.

Contact your bureau/office transit coordinator to recertify right away!

<p>1. Why do I have to recertify when none of my information has changed?</p>	<p><i>It is a requirement that all transit benefit participants recertify on an annual basis. This is done to verify that all participant information is correct and up-to-date. The Office of the Inspector General, Office of Management and Budget and Department of Transportation (DOT) Transit Benefit Program Policy and Guidance established these program best practices and management controls to prevent program fraud, waste and abuse.</i></p>
<p>2. What happens if I miss my Regional - Annual Recertification deadline?</p>	<p><i>It is imperative that you complete all of the requirements for recertification by your regional deadline date. (Click here to view a copy of the Recertification Schedule.)The timeframe is staggered between September 14, 2012 through November 1, 2012 to allow for approximately 10,000 nation-wide Transportation Subsidy Program participant applications to be processed by the Transportation Subsidy Program Coordinator and the Department of Transportation (DOT) Transportation Subsidy Program, Program Manager; and to prevent potential problems or overwhelm regular business operations. If you miss your regional deadline date, you will be withdrawn from the Transportation Subsidy Program. This interruption of service, may take up to a month or more to resolve. While waiting for your reinstatement into the program, you will be responsible for paying your own work related public commuting costs. Lastly while awaiting reinstatement you are not entitled to retro-benefits or reimbursement for expenditures.</i></p>
<p>3. Why is the recertification period staggered?</p>	<p><i>Many employees may be on Alternative Work Schedule, on leave, on travel, or on detail and may need additional time to fulfill their Recertification requirements. Therefore in order to complete the Annual Recertification by the November 1, 2012 deadline, Coordinators must stagger application submissions to Department of Transportation to facilitate the processing of approximately 10,000 nation-wide Transportation Subsidy Program participant applications. Staggering submissions will also prevent hindering or overwhelming the regular business of your Transportation Subsidy Program Coordinator and the Department of Transportation, Transportation Subsidy Program, Program Manager.</i></p>
<p>4. Where can I find a schedule of Regional Annual Recertification dates?</p>	<p><i>A Recertification Schedule can be found on the Transit Benefits Program webpage. Click on the link, Mandatory Transportation Subsidy Program Annual Recertification with Training. There you will find region specific annual recertification deadlines. NOTE: If you have questions, please discuss with your Regional Transportation Subsidy Program Point of Contact.</i></p>
<p>5. Will I have to complete the Transit Benefit Integrity Awareness Training</p>	<p><i>Yes. During the recertification period, all Transit Subsidy Benefit and Annual Pass participants are required to complete the online Transit Benefit Integrity Awareness Training course. NOTE: If you have access to the DOI Learn online learning portal, administrators will generate twice weekly reports for your Coordinator to view and verify your completion; just print out and retain a copy of your Certificate of Completion. Or if you are unable to access DOI Learn, you MUST use an alternate training method to complete this requirement, e.g., DOI Learn downloadable cd or disc copy. If you use an alternate training method, you MUST</i></p>

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<p>course?</p>	<p><i>submit evidence of your completion of the Transit Benefit Integrity Training course to your bureau/office Transportation Subsidy Program Coordinator along with required documents. For DOI Learn login, recertification instructions, visit the Annual Transportation Subsidy Program Recertification webpage: http://www.doi.gov/ofas/support_services/transportation_subsidy_recert.cfm</i></p>
<p>6. I am a new employee and do not have access to the DOI Learning online portal. How do I complete the training requirement?</p>	<p><i>If you are unable to access DOI Learn, you MUST use an alternate training method to complete this requirement, e.g., DOI Learn downloadable cd or disc copy. You may download an online copy at DOI Learn website at http://www.doiu.nbc.gov/trainingcds. Then take the Transit Benefit Integrity Training course; print out and retain a copy of your Certificate of Completion and submit evidence of your completion of the Transit Benefit Integrity Training course to your bureau/office Transportation Subsidy Program Coordinator. Another option is to obtain a disc copy of the Transit Benefit Integrity Training from your Transportation Subsidy Program Coordinator. Only Transportation Subsidy Program Coordinators in the Washington, DC National Capital Region have copies of the disc. NOTE: DOI Learn administrators cannot generate reports for alternate training methods.</i></p>
<p>7. In addition to completing the Transit Benefit Integrity Awareness Training course, are there other participant requirements?</p>	<p><i>Yes. If you are requesting information or changing an account, you will need to complete a new Transit Application with appropriate signatures. Next update personal information (e.g., Name, Phone Number, Email Address and Bureau/Office) and complete an Expense Worksheet. However if you are not making changes, complete a Recertification Statement. Submit all appropriate documents at one-time, to your bureau/office Transportation Subsidy Program Coordinator by your regional deadline. NOTE: DOI Learn administrators will generate twice weekly reports for your Transportation Subsidy Program Coordinator to view and verify your training completion.</i></p>
<p>8. What is the Recertification Statement?</p>	<p><i>The Recertification Statement, formally and legally attests that specific statements are true and in this case your roles and responsibilities as a participant in the Transportation Subsidy Program. Also the Recertification Statement is a simplified version of the Transportation Subsidy Program application and worksheet. This statement will only be used by participants that have no changes since their last application submission.</i></p>
<p>9. I am an existing Transportation Subsidy Program participant; do I have to recertify?</p>	<p><i>Yes. It is mandatory to submit (at one-time) all of your Annual Recertification documentation to your bureau/office Transportation Subsidy Program Coordinator to fulfill the requirements of recertification by your regional deadline.</i></p>
<p>10. Is the expense worksheet required every month?</p>	<p><i>No. The expense worksheet is required during the Annual Recertification or when updating your application.</i></p>
<p>11. I am a new enrollee; will I have to recertify?</p>	<p><i>Yes. It is a requirement that all transit benefit and annual pass participants recertify on an annual basis. This is done to verify that all participant information is correct and up-to-date. However if you enroll during the Annual Recertification period from August 15 through November 1, 2012, you will not have to recertify until the next Annual Recertification period between August – November 2013. NOTE: Your recertification requirements are unique to your region. Please discuss with your Regional Transportation Subsidy Program Point of Contact if you have questions.</i></p>

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<p>12. I newly enrolled during the month of August. Do I still have to recertify?</p>	<p><i>If you newly enrolled during the month of August and do not have any application changes, you will only have to complete a Recertification Statement. DOI Learn administrators will generate an August report for your Coordinator to view and verify your completion.</i></p>
<p>13. I have changes since my last application submission. What do I need to do?</p>	<p><i>If you have changes or updates to your application or you are a new enrollee, you MUST complete a new Transportation Subsidy Program Application, Expense Worksheet, and take the online Transit Benefit Integrity Training course. Submit the completed application and worksheet to your bureau/office Transportation Subsidy Coordinator. All training MUST occur during the Recertification period. NOTE: If unable to access DOI Learn you MUST take the downloadable course and submit copy of signed Completion Statement of the Transit Benefit Integrity Training course to your bureau/office Transportation Subsidy Program Coordinator. However if you do have access to the online learning portal, you MUST print and retain a copy of the Transit Benefit Integrity Training Certificate for your records; DOI Learn administrators will generate twice weekly reports for your Coordinator to view and verify your completion.</i></p>
<p>14. What if I need to de-enroll?</p>	<p><i>Complete a de-enrollment form. For applications, forms, policies and procedures, and additional information, visit the Transportation Subsidy Program website.</i></p>
<p>15. Since my last submission, I do not have any changes to report on my application. What do I need to do?</p>	<p><i>If you do not have any changes, COMPLETE a Recertification Statement form and take the online Transit Benefit Integrity Training course. All training MUST occur during the recertification period. NOTE: If unable to access DOI Learn you MUST submit evidence of your completion of the Transit Benefit Integrity Training to your bureau/office Transportation Subsidy Program Coordinator. However if you do have access to the online learning portal, you MUST print and retain a copy of the Transit Benefit Integrity Training Certificate for your records. DOI Learn administrators will generate twice weekly reports for your Coordinator to verify your completion.</i></p>
<p>16. I took my Transit Benefit Integrity Training already. But I cannot print out my Certificate of Completion; what can I do?</p>	<p><i>You may obtain a copy of your Transit Benefit Integrity Awareness Training Certificate by capturing the image on your screen. After taking the training program, when the image of the Certificate is visible, press the Print Screen key on your keyboard. It may be labeled [PrtScn]. Open an image editing program, such as Microsoft Paint or Word. Go to the Edit menu and choose Paste. If prompted to enlarge the image, choose Yes. Optional: Use your image editor's crop tool to crop out unnecessary portions of the screen shot. Go to the File Menu and choose Save As. Navigate to the folder where you want to save the image. Type a file name for the image. Select a file type. Click the Save button.</i></p>
<p>17. Why do I have to complete this paper trail? Isn't paper reduction an agency-wide goal?</p>	<p><i>Yes. The Department of the Interior supports the Administration's sustainability initiatives. Therefore we are considering various automation platforms to reduce the need for paper output in the Transportation Subsidy Program. We will explore other automated options to fulfill the agency's environmental and sustainability initiatives dependent upon funding.</i></p>

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- If you are located within the Washington, DC National Capital Region (NCR), or supported by the Denver Property Management, Bureau of Reclamation, a list of bureau/office Transportation Subsidy Program Coordinators and can be found at: http://www.doi.gov/ofas/support_services/coordinators.cfm
- If you are located outside of the Washington, DC National Capital Region, contact your Regional/Field Transportation Subsidy Program Coordinator or Fare Media Distributor.
- For applications, forms, policies and procedures, and additional Transit Subsidy Program information can be found at: http://www.doi.gov/ofas/support_services/transportation_subsidy.cfm
- Annual Transportation Subsidy Program Recertification webpage:
http://www.doi.gov/ofas/support_services/transportation_subsidy_recert.cfm

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