

TRANSPORTATION SUBSIDY PROGRAM
ANNUAL RECERTIFICATION PARTICIPANT INSTRUCTIONS

Office of the Inspector General Recommendation 1: Require all participants to, on an annual basis, recertify their continued eligibility for the program, submit the Transit Subsidy Commuting Expense Worksheet and backup documentation, such as a WMATA [Washington Metropolitan Transit Authority] trip planner printout with their recertification, obtain supervisory approval and approval from the appropriate transit subsidy coordinator on the forms, and remove from the program any participant who fails to recertify.

To enhance management controls for preventing Transportation Subsidy Benefit Program fraud, waste, and abuse, recertification (e.g., FY 2015 mandatory training, application and recertification statement submission, program withdrawal) is required by all participants on an annual basis. Recertification must occur before December 15*, in order for participants to receive Transportation Subsidy Benefit Program for Fiscal Year 2015.

To improve efficiencies and alleviate year end strain, we have staggered deadlines by bureau/office.

Please note, there are two deadlines: **Friday 11/14/2014 and Monday, 12/15/2014.**

All Transportation Subsidy Benefit Program Participants which includes the Annual/Monthly Pass Participants must complete the requirements for recertification; sign the Recertification Statement; take the mandatory online training; and complete a Transportation Subsidy Application/Expense Worksheet; or withdraw from the Program.

PARTICIPANT RECERTIFICATION PACKAGE

- 1) If you are making subsidy or personal information changes, you will need to complete a new Transit Application.
- 2) Check the following "action type" boxes on the Transit Application: Revised Application and Annual Recertification. Then update your personal information on the [Transit Application](#) (i.e., Name, Phone Number, Home Address and Work Email Address, Bureau/Office, and Payroll Cost Structure Account Number – provide a Quick Time screen capture of this number(s) for accuracy or obtain number(s) from appropriate office, then obtain your supervisor's signature authorization.
- 3) Complete an [Expense Worksheet](#).
- 4) Assign a supervisor in your DOI Learn profile. To assign/remove a supervisor in DOI Learn, login into the system and go to DOI Learn **My Home** page. From there select either **Update My Profile** then select **My Supervisors** to perform updates or select **Update My Supervisor**, then select **My Supervisors** to perform updates.
- 5) Complete the online [Transit Benefit Integrity Awareness Training](#) course. (Please note: All training MUST occur in DOI Learn so that the training is part of your official training transcript. **ONLY NEW DOI EMPLOYEES**, without DOI Learn access, may use the [Transit Benefit Integrity Awareness Downloadable CD](#). Access to the DOI Learn online course is provided in the LAN Message announcement and on the [Mandatory Transportation Subsidy Program Annual Recertification](#) with Training for Fiscal Year 2015 webpage.
- 6) Print out a copy of the Transit Benefit Integrity Awareness Training Certificate of Completion.
- 7) Fill-out and sign the [Recertification Statement](#).
- 8) Submit all required documents, (i.e., the Recertification Statement, Transit Application with Expense Worksheet and Transit Benefit Integrity Awareness Training Certificate of Completion), at one-time, to your bureau/office Transportation Subsidy Benefit Program Coordinator for review, signing and processing.
- 9) Access Transportation Subsidy Benefit Program forms and information on the following webpages:
[Annual Transit Recertification](#)
[Transit Benefits Program](#)
- 10) Please note **ALL** Supervisors must now complete annually the Transit Benefit Integrity Awareness Training Course in DOI Learn prior to signing Program Applications. The Supervisor's Training Completion Certificate covers all bureau/office program participants and remains enforce until the next fiscal year's recertification period. Although Coordinators will receive electronic training completion reports, some bureaus/offices may require a hard copy of the Completion Certificate. If you have questions, please discuss with your bureau/office Program Coordinator.

FIRST-TIME PARTICIPANT RECERTIFICATION PACKAGE

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- 1) If you are a first-time program participant, during the recertification period you will need to complete a Transit Application.
- 2) Check the following “action type” boxes on the Transit Application: First-time Application and Annual Recertification. Include your personal information on the [Transit Application](#) (i.e., Name, Phone Number, Home Address and Work Email Address, Bureau/Office, and Payroll Cost Structure Account Number – provide a Quick Time screen capture of this number(s) for accuracy or obtain number(s) from appropriate office, then obtain your supervisor’s signature authorization.
- 3) Complete an [Expense Worksheet](#).
- 4) Assign a supervisor in your DOI Learn profile. To assign/remove a supervisor in DOI Learn, login into the system and go to DOI Learn **My Home** page. From there select either **Update My Profile** then select **My Supervisors** to perform updates or select **Update My Supervisor**, then select **My Supervisors** to perform updates.
- 5) Complete the online [Transit Benefit Integrity Awareness Training](#) course. (Please note: All training MUST occur in DOI Learn so that the training is part of your official training transcript. **ONLY NEW DOI EMPLOYEES**, without DOI Learn access, may use the [Transit Benefit Integrity Benefit Awareness Downloadable CD](#). Access to the DOI Learn online course is provided in the LAN Message announcement and on the [Mandatory Transportation Subsidy Program Annual Recertification](#) with Training for Fiscal Year 2015 webpage.
- 6) Print out a copy of the Transit Benefit Integrity Awareness Training Certificate of Completion.
- 7) Fill-out and sign the [Recertification Statement](#).
- 8) Submit all required documents, (i.e., the Recertification Statement, Transit Application with Expense Worksheet and Transit Benefit Integrity Awareness Training Certificate of Completion), at one-time, to your bureau/office Transportation Subsidy Benefit Program Coordinator for review, signing and processing.
- 9) Access Transportation Subsidy Benefit Program forms and information on the following webpages: [Annual Transit Recertification](#)
[Transit Benefits Program](#)
- 10) Please note **ALL** Supervisors must now complete annually the [Transit Benefit Integrity Awareness Training](#) course in DOI Learn prior to signing Program Applications. The Supervisor’s Training Completion Certificate covers all bureau/office program participants and remains enforce until the next fiscal year’s recertification period. Although Coordinators will receive electronic training completion reports, some bureaus/offices may require a hard copy of the Completion Certificate. If you have questions, please discuss with your bureau/office Program Coordinator.

WITHDRAWING/DE-ENROLLING PARTICIPANTS

- 1) If you are withdrawing/de-enrolling, complete a Transportation Subsidy Benefit Program [De-enrollment Form](#) and submit to your bureau/office Transportation Subsidy Benefit Program Coordinator for processing.
- 2) Access Transportation Subsidy Benefit Program forms and information on the following webpages: [Annual Transit Recertification](#)
[Transit Benefits Program](#)

GENERAL INFORMATION

- 1) **SUPERVISOR TRAINING REQUIREMENT:** If you have questions, please discuss with your bureau/office Program Coordinator.
- 2) If you are located within the Washington, DC National Capital Region (NCR), and/or Outside of the National Capital Region (ONCR), a list of bureau/office Transportation Subsidy Benefit Program Coordinators can be found on the Transit Subsidy Program webpage.
- 3) Applications, forms, policies and procedures, and additional information can also be found on the [Transit Subsidy Program](#) and the [Annual Transit Recertification](#) webpages.

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