

## 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 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 December 16, 2013, in order for participants to receive Transportation Subsidy benefits for Fiscal Year 2014.

To improve efficiencies and alleviate end of year strain, we have staggered deadlines by bureau/office. Please note, there are two Recertification deadlines: Friday 11/15/2013 and Monday, 12/16/2013. (See **Recertification Schedule** under Participant Resources on the [Annual Transit Subsidy Recertification webpage](#).)

All Transportation Subsidy Program Benefits and Annual Pass Participants must complete the requirements for recertification, sign the Recertification Statement, take the mandatory online training and either complete a Transportation application/expense worksheet or de-enroll from the program.

### IF YOU ARE MAKING CHANGES

- If you are making changes, you will need to complete a new Transit Application.
- Check the following “action type” boxes on the Transit Application: Revised Application and Annual Recertification.
  - Update your personal information on the Transit Application (i.e., Name, Phone Number, Email Address and 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.
- Complete an Expense Worksheet.
- Complete the online Transit Benefit Integrity Awareness Training course. (Please note: All training **MUST** occur in DOI Learn. **ONLY NEW DOI EMPLOYEES**, without DOI Learn access, may use the Transit Benefit 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 2014 webpage](#).
  - Print out a copy of the Transit Benefit Integrity Awareness Training Certificate of Completion.
- Sign the Recertification Statement.
- Submit all required documents, at one-time for processing to your bureau/office Transportation Subsidy Program Coordinator, e.g., the Recertification Statement, Transit Application with Expense Worksheet and Transit Benefit Integrity Awareness Training Certificate of Completion.
- Please note, your coordinator must sign the Recertification Statement and the Transit Application.
- Access Transportation Subsidy Program forms and information, below:
  - [Annual Transit Recertification webpage](#)
  - [Transit Benefits Program website](#)

### IF YOU ARE NOT MAKING CHANGES

- If you are not making changes, you will need to complete a new Transit Application.
  - Existing applicants check the following “action type” box on the Transit Application: Annual Recertification.
  - New applicants check the following “action type” boxes on the Transit Application: First Time Application and Annual Recertification. Then file out the form.
  - Fill-in your personal information on the Transit Application (i.e., Name, Phone Number, Email Address and Bureau/Office, and Payroll Cost Structure Account Number.
  - Provide a Quick Time screen capture of your Payroll Cost Structure Account Number(s) for accuracy or obtain from appropriate office, then obtain your supervisor’s signature authorization.

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ANNUAL RECERTIFICATION  
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**IF YOU ARE WITHDRAWING**

- If you are withdrawing/de-enrolling, complete a [Transportation Subsidy Program De-enrollment Form](#) and submit to your bureau/office Transportation Subsidy Program Coordinator.
- Access Transportation Subsidy Program forms and information, below:
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**GENERAL INFORMATION**

- 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](#).
- If you are located outside of the Washington, DC National Capital Region, please contact your Regional/Field Transportation Subsidy Program Coordinator or Fare Media Distributor.
- Applications, forms, policies and procedures, and additional information can be found at the [Transit Subsidy Program website](#) and the [Annual Transit Recertification webpage](#).

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