

**TRANSPORTATION SUBSIDY PROGRAM
ANNUAL RECERTIFICATION
PARTICIPANT INSTRUCTIONS**

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. (See *Recertification Schedule* under Participant Resources on the Annual Recertification webpage: http://www.doi.gov/ofas/support_services/transportation_subsidy_recert.cfm)

All Transportation Subsidy Program Benefits and Annual Pass Participants must complete the requirements for recertification; mandatory training and application/worksheet/ and or de-enrollment updates, and/or Recertification Statement.

IF YOU ARE MAKING CHANGES

- If you are making changes, you will need to complete a new Transit Application with a supervisor's signature. Next update personal information (i.e., Name, Phone Number, Email Address and Bureau/Office, and complete an Expense Worksheet.) Then complete the online *Transit Benefit Integrity Awareness Training* course. Complete the *Recertification Statement* with your responses noted with your supervisor's signature and your signature. Submit all required documents, at one-time, to your bureau/office Transportation Subsidy Program Coordinator. Go to Transportation Subsidy Program links for forms:
- http://www.doi.gov/ofas/support_services/transportation_subsidy_recert.cfm
- http://www.doi.gov/ofas/support_services/transportation_subsidy.cfm

IF YOU ARE NOT MAKING CHANGES

- If you are not making changes, complete the *Recertification Statement* with your responses noted with your supervisor's signature and your signature. Then complete the online *Transit Benefit Integrity Awareness Training* course. Go to Transportation Subsidy Program website and click Transportation Subsidy Program Annual Recertification links for forms:
- http://www.doi.gov/ofas/support_services/transportation_subsidy_recert.cfm
- http://www.doi.gov/ofas/support_services/transportation_subsidy.cfm

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. Go to Transportation Subsidy Program links for forms:
- http://www.doi.gov/ofas/support_services/transportation_subsidy_recert.cfm
- http://www.doi.gov/ofas/support_services/transportation_subsidy.cfm
- 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, please contact your Regional/Field Transportation Subsidy Program Coordinator or Fare Media Distributor.
- 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 Recertification webpage: http://www.doi.gov/ofas/support_services/transportation_subsidy_recert.cfm

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