

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQS

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 2016 mandatory training, application and recertification statement submission, program withdrawal) is required by all participants on an annual basis. Recertification must occur before November 20*, in order for participants to receive Transportation Subsidy Program Benefits for Fiscal Year 2016.

***Please note** there are two start dates, but only one deadline: October 1, 2015 – November 20, 2015 (manual applications) and October 19, 2015 – November 20, 2015 (automated applications).

Automated TRANServe Public Website eApplication Recertification – October 19, 2015 – November 20, 2015		
Office of the Secretary (OS)	Office of the Inspector General (OIG)	
Manual Application Recertification – October 1, 2015 – November 20, 2015		
Bureau of Indian Affairs (BIA)	Bureau of Ocean Energy Management & Bureau of Safety and Environmental Enforcement (BOEM- BSEE)	National Park Service (FNP)
U.S. Fish & Wildlife Service (FWS)	Bureau of Land Management (LLM)	Office of Surface Mining Reclamation & Enforcement (LSM)
National Indian Gaming Commission (NIGC)	Office of the Solicitor (SOL)	Bureau of Reclamation (WBR)

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

1. **Why do I have to recertify when none of my information has changed?**
 - A. 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.

2. **What happens if I miss my Bureau/Office - Annual Transportation Recertification deadline?**
 - A. It is imperative that you complete all of the requirements for recertification by your bureau/office deadline date. You have between now and November 20, 2015 to fulfill your Transportation Subsidy Benefit Program (**the Program**) requirements. If you miss your bureau/office deadline, you will be withdrawn from the Program. This interruption of service, may take up to a month or more to resolve.

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQs

While waiting for your reinstatement into the program, you will be responsible for paying your own work related public commuting costs. You will not receive retroactive benefits or reimbursement for these out of pocket expenditures.

3. Why is the recertification period staggered?

- A. Many employees may be on Alternative Work Schedule, leave, travel, or detail and may need additional time to fulfill their Recertification requirements. Therefore you have between now and November 20, 2015 to fulfill your Transportation Subsidy Benefit Program (**the Program**) requirements.

4. Where can I find a schedule of Bureau/Office Annual Recertification dates?

- A. This Recertification Schedule can be found on the Mandatory Annual Recertification Transportation Subsidy Program with Training ([Annual Transportation Recertification](#)) webpage. You will find bureau/office specific annual recertification deadlines. **Please note**, if you have questions, please discuss with your bureau/office Program Transportation Subsidy Coordinator.

5. Will I have to complete the Transit Benefit Integrity Awareness Training Course?

- A. 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. If you complete your training in the DOI Learn online learning portal, DOI Learn administrators will generate course completion training reports for Program Transportation Subsidy Coordinators to view and verify your completion. However print/save a copy of your Certificate of Completion for your records then submit to your bureaus/office Program Transportation Subsidy Coordinator. Coordinators require a hard copy for their records.

If you are new employee without access DOI Learn, you MUST use an alternate (non-automated) training method to complete this requirement, e.g., DOI Learn Transit Benefit Downloadable CD. If you use an alternate (non-automated) training method, you MUST save a copy of the course completion certificate and provide this certificate to your supervisor and bureau/office Program Coordinator along with any other required documents. Within two pay cycles of your onboarding, (30 days) you MUST complete your training in DOI Learn to reflect course completion. **Please note** DOI Learn administrators cannot generate employee training records through this alternate (non-automated) training method. If you experience any problems with the download, please contact the DOI Learn Program Office via [email](#).

For DOI Learn login and recertification instructions, visit the **Annual Transportation Recertification** webpage.

Please note: If you have a DOI Learn account you are STRONGLY encouraged to complete this course in DOI Learn so that it is part of your official training transcript. ONLY NEW DOI EMPLOYEES, without DOI Learn access, may use the Transit Benefit Downloadable CD. Within two pay cycles, (30 days) you MUST complete your training in DOI Learn to reflect course completion. All training MUST occur during the Recertification period.

6. I am a new employee and do not have access to the DOI Learning online portal. How do I complete the training requirement?

- A. If you are new employee without access DOI Learn, you MUST use an alternate (non-automated) training method to complete this requirement, e.g., DOI Learn Transit Benefit Downloadable CD. If you use an alternate (non-automated) training method, you MUST save a copy of the course completion certificate and provide this certificate to your supervisor and bureau/office Program Coordinator along with any other required documents. Within two pay cycles of your onboarding, (30 days) you MUST

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQS

complete your training in DOI Learn to reflect course completion. If you experience any problems with the download, please contact the DOI Learn Program Office via [email](#). **Please note** DOI Learn administrators cannot generate employee training records through this alternate (non-automated) training method. All training MUST occur during the Recertification period.

7. In addition to completing the Transit Benefit Integrity Awareness Training Course, are there other participant requirements?

- A. A.** Yes. If you are requesting information or changing an account, you will need to complete a new [Transportation Subsidy Program Application](#) . Next update account funding codes and personal information (e.g., Name, Phone Number, Email Address, and Bureau/Office) and then complete an [Expense Worksheet](#). Submit all appropriate documents at one-time, to your bureau/office Program Coordinator by your bureau/office deadline. **Please note** DOI Learn administrators will generate course completion training reports for Program Transportation Subsidy Coordinators to view and verify your completion. However print/save a copy of your Certificate of Completion for your records then submit to your bureaus/office Program Transportation Subsidy Coordinator. Coordinators require a hard copy for their records. All training MUST occur during the Recertification period. If you have questions, please discuss with your bureau/office Program Coordinator.

8. What is a Recertification Statement?

- A.** The Recertification Statement, formally and legally attests that specific statements are true and in this case Benefit Transportation Subsidy Benefit Program [Participant Roles and Responsibilities](#). Whenever you update your Program application and expense worksheet and/or complete the online DOI Learn Integrity Awareness Training Course, you sign and/or attest to the following:
- Certify that you are employed by the U.S. Department of the Interior.
 - Certify that you are not a recipient of federally subsidized workplace parking from the U.S. Department of the Interior or any other federal agency.
 - Certify that you are eligible for a public transportation fare benefit, will use it for your daily commute to and from work by mass transit or vanpool. You will not give, sell, or transfer it to anyone else.
 - Certify that the monthly transit benefit that you are receiving does not exceed your monthly commuting costs and does not include parking. If at any time during a given month you are out of work due to sickness, vacation, or any other reason, on official travel, or use a private vehicle for commuting, you will claim less and adjust the amount of your transit benefit for the following month if appropriate.
 - Certify that in any given month, you will not use the government-provided transit benefit in excess of the statutory limit. If your qualifying commuting costs per month on public transportation exceed the monthly statutory, limit, you will supplement those additional costs with your own funds rather than use a government-provided transit benefit designated for use in the future month.
 - **WARNING:** This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United States Code, Section 1001, to include fine and/ or imprisonment up five years, and may provide for administrative recoveries of up to \$10,000 per violation. It may also result in agency disciplinary action up to and including dismissal.

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQS

9. **I am an existing Transportation Subsidy Program participant; do I have to recertify?**

- A. Yes. It is mandatory to submit (at one-time) all of your Annual Transportation Recertification documentation to your bureau/office Program Coordinator to fulfill the requirements of recertification by your bureau/office deadline.

10. **Is the expense worksheet required every month?**

- A. No. The [Expense Worksheet](#) is required during the Annual Recertification or when adjusting your commuting expenses on your application.

11. **I am a new enrollee; will I have to recertify?**

- A. Yes. 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. However if you enroll during the Annual Transportation Recertification period between October 1, 2015 through November 20, 2015, you will not have to recertify until the next Annual Recertification period. **Please note** your recertification requirements are sometimes unique to your bureau/office. If you have questions, please discuss with your bureau/office Washington, DC National Capital Region (NCR), and/or Outside of the National Capital Region (ONCR) Program Coordinator.

12. **I newly enrolled during the month of September. Do I still have to recertify?**

- A. Yes. If you newly enrolled during the month of September, you will have to complete the requirements for Annual Transportation Recertification, during the Recertification period. Also all training **MUST** occur during the Recertification period.

13. **I have changes since my last application submission. What do I need to do?**

- A. A. If you have changes or updates to your application or you are a new enrollee, you **MUST** complete a new [Transportation Subsidy Program Application](#) and [Expense Worksheet](#), and take the online [Transit Benefit Integrity Awareness Training](#) course. Submit the completed application and worksheet to your bureau/office Program Coordinator. If you have access to the DOI Learn online learning portal, you **MUST** complete the course in DOI Learn. Then print/save a copy of your Certificate of Completion for your records and submit a copy to your bureau/office Program Transportation Subsidy Coordinator. Coordinators require a hard copy for their records. DOI Learn administrators will generate course completion training reports, as well for Program Transportation Subsidy Coordinators to view and verify your completion. All training **MUST** occur during the Recertification period. If you have questions, please discuss with your bureau/office Program Coordinator.

New employees without access to DOI Learn **MUST** take the downloadable course; submit a copy of the signed Transit Benefit Integrity Awareness Training Course Completion Certificate to your bureau/office Program Coordinator.

Please note: If you have a DOI Learn account you are **STRONGLY** encouraged to complete this course in DOI Learn so that it is part of your official training transcript. **ONLY NEW DOI EMPLOYEES**, without DOI Learn access, may use the Transit Benefit Downloadable CD. Within two pay cycles of your onboarding, (30 days) you **MUST** complete your training in DOI Learn to reflect course completion.

14. **What if I need to de-enroll?**

- A. Complete a [Transit De-enrollment Form](#), and then submit the completed form to your bureau/office Program Coordinator. For applications, forms, policies and procedures, and additional information, visit the [Transportation Subsidy Program website](#).

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQS

15. **Since my last submission, I do not have any changes to report on my application. What do I need to do?**

- A. If you do not have any changes, COMPLETE a [Transportation Subsidy Program Application](#) which requires and [Expense Worksheet](#), then take the online [Transit Benefit Integrity Awareness Training](#) course. All training MUST occur during the recertification period. If you have access to the online learning portal, you MUST print and retain a copy of the Transit Benefit Integrity Awareness Training Certificate for your records. DOI Learn administrators will generate training reports for your Program Coordinator to view and verify completion. However some bureaus/offices require a hard copy of this Completion Certificate. If you have questions, please discuss with your bureau/office Program Coordinator.

New employees without access to access DOI Learn MUST take the downloadable course; submit a copy of the signed Transit Benefit Integrity Awareness Training Course Completion Certificate to your bureau/office Program Coordinator. **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 [DOI Learn Transit Benefit Downloadable CD](#). Access to the DOI Learn online course is provided in the LAN Message announcement and on the **Annual Transit Recertification** webpage.

16. **I took my Transit Benefit Integrity Awareness Training already. But I cannot print my Certificate of Completion; what can I do?**

- A. 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.

17. **Why do I have to complete this paper trail? Isn't paper reduction an agency-wide goal?**

- A. A. Yes. The Department of the Interior supports the Administration's sustainability initiatives. Therefore we have considered various automation platforms to reduce the need for paper output in the Transportation Subsidy Program. This fall, we are close to automating the entire process. In an effort to increase efficiency and maintain accurate and auditable files, our transit subsidy program will soon be transitioning to an all electronic system. The system to be used is maintained by the Department of Transportation and while it will require a new and separate registration process (i.e., username and password), it is a secure; web based system and includes straightforward navigation. If you have questions, please discuss with your bureau/office Program Coordinator.

18. **Is it necessary for my supervisor to complete the DOI Learn Transit Benefit Integrity Awareness Training Course?**

- A. Yes. All Supervisors MUST now complete annually the [Transit Benefit Integrity Awareness Training](#) course in DOI Learn prior to signing Program Applications. Your Supervisor's Training Completion Certificate covers all bureau/office program participants and remains enforce until the next fiscal year's recertification period. Please note some bureaus/offices may require a hard copy of your Supervisor's Training Certificate.

Please note: You MUST have an assigned 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**

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQS

Supervisor, then select **My Supervisors** to perform updates.

GENERAL INFORMATION

1. **SUPERVISOR TRAINING REQUIREMENT:** 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.
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 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.

DRAFT