U.S. Department of Transportation
TRANSERVE

DISA- Joint Staff Transit Benefit Program

Integrity Awareness Training

Last updated June 2018

Topics

Program Overview

- Background
- TRANServe Role
- Employee Role
- Website Answers
- Legal Implications

- Understanding the Certification Statement
- Knowledge Checks

Program Overview

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Transit Benefit Program:

- Protects Nation's Infrastructure
- Reduces air pollution & traffic congestion
- Increases use of mass transit

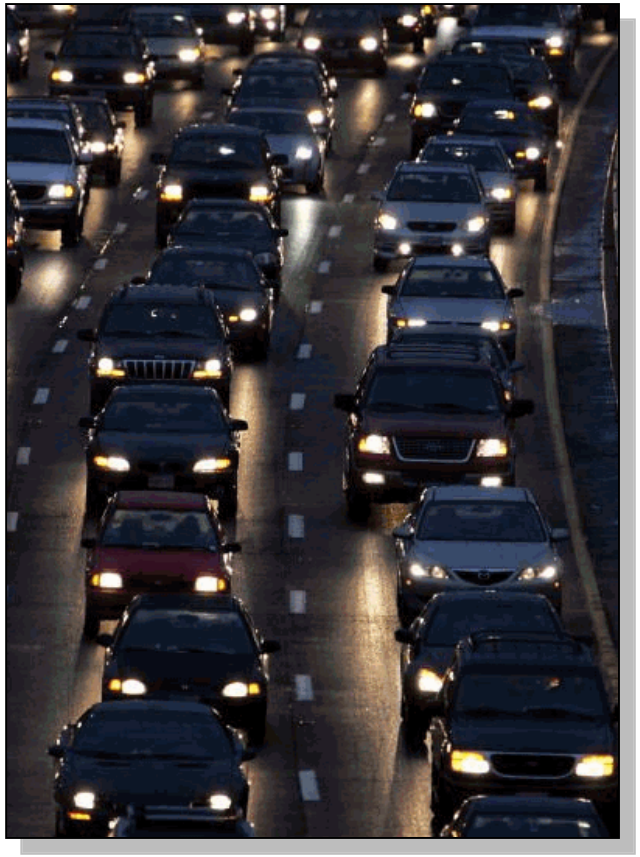
Studies show traffic congestion:

- Wastes 1.9 billion gallons of gas
- Costs over $100 billion in wasted fuel & lost time
- Reduced commutes save individuals $200 monthly

Tax-free subsidy for *actual* costs of transportation

- Up to the maximum set by the IRS statutory limit

Background



Program History

- 1991 - Federal Transit Administration Program Pilot
- 1993 - Federal Employees Clean Air Incentives Act
- 2000 – E.O. 13150 Federal Workforce Transportation
- 2005 - SAFETEA-LU

Eligibility

- All federal employees working in full or part time paid status
- All federal interns and volunteers working in a non paid status

Mass Transportation

Rail

- Subway
- Commuter
- Light

Bus

- Transit authority
- Commuter

Ferry

- Pedestrian or bicycle

Trolley

Qualified vanpools

- Commercial/private vehicle
- At least six adults

TRANServe's Role

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- Administers the Transit Benefit Program
- Distributes the transit benefit to agency qualified employees
- Establishes best practices
- Provides education, answers and support to Program Offices and Participants

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The Federal Government's Largest Transit Benefit Service Provider

RELIABLE • EFFICIENT • CERTIFIED COMPLIANT • SECURE

Capability Statement

Program Overview

The U.S. Department of Transportation has been distributing the transit benefit to federal employees since the early 1990s. TRANServe enables federal agencies to make use of a single established system with effective internal controls over the receipt, maintenance and distribution of the transit benefit to over 200,000 federal employees.

TRANServe is a fee for service program within the Department of Transportation that provides transit benefit program administration and distribution services for federal agencies. We alleviate the administrative burden of running the transit benefit program for our customers by assuming all data entry responsibilities in addition to providing best practices and resource tools. TRANServe has developed a staff with excellent qualifications and expertise on this program.

TRANServe provides unique advantages due to its size and breadth of experience and does this by working together with customers to ensure eligible employees receive their transit benefit and use it appropriately.

Past Performance/Clients Supported

U.S. Department of the Navy	U.S. Department of State	U.S. Deparmtnet of Education
U.S. Department of Justice	Internal Revenue Service	U.S. Department of Interior
U.S. Department of the Army	Homeland Security	U.S. Department of Treasury
U.S. Department of Commerce	U.S. Department of Agriculture	U.S. Office of Personnel Management

Key Features

GAO Approved: The U.S. Government Accountability Office determined that TRANServe's Debit Card program was compliant with all Federal standards and our various internal control activities align with GAO's Standards for Internal Control in the Federal Government. Validating the on-going work performed by TRANServe to protect against fraud, waste, and abuse.

Program Controls: TRANServe's enterprise risk management approach produces measurable benefits to your agency. Our Internal Controls Officer takes proactive steps to block unauthorized purchases across the nation and reports fraudulent activity to your Program Offices.

Budget Performance: Through cost projections and benefit usage data we provide our customers with in depth analysis of their transit benefit programs to reduce funding requirements.

Information Technology: The electronic application system is customized for each agency and feeds directly into the TRANServe system of record. TRANServe maintain s financial and program records in accordance with the Privacy Act and NARA guidelines and requirements.

For more information on how TRANServe can assist you please contact our
Quality Service & Outreach Office
Email: Cheri.Johnson@dot.gov Tel: 202-366-5700 • Email: James.Perry@dot.gov Tel: 202-366-6760

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Your Roles and Responsibilities

- Understand the Transit Benefit Program's scope and limitations
- Understand it is a violation of federal law to transfer or sell the transit benefit or to provide false or fraudulent information in order to obtain the benefit
- Understand the potential penalties for misuse or false claims

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Your Roles and Responsibilities

- To not be named on a worksite parking permit at any Federal agency, nor participate in a carpool
- To use the transit benefit for home to work and work to home transportation *only.*
- To Ensure the amount of transit benefit received does not exceed actual monthly commuting cost of public transportation
- To recertify your application to update commuting expenses whenever your commuting method, work schedule or address changes

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Legal Implications

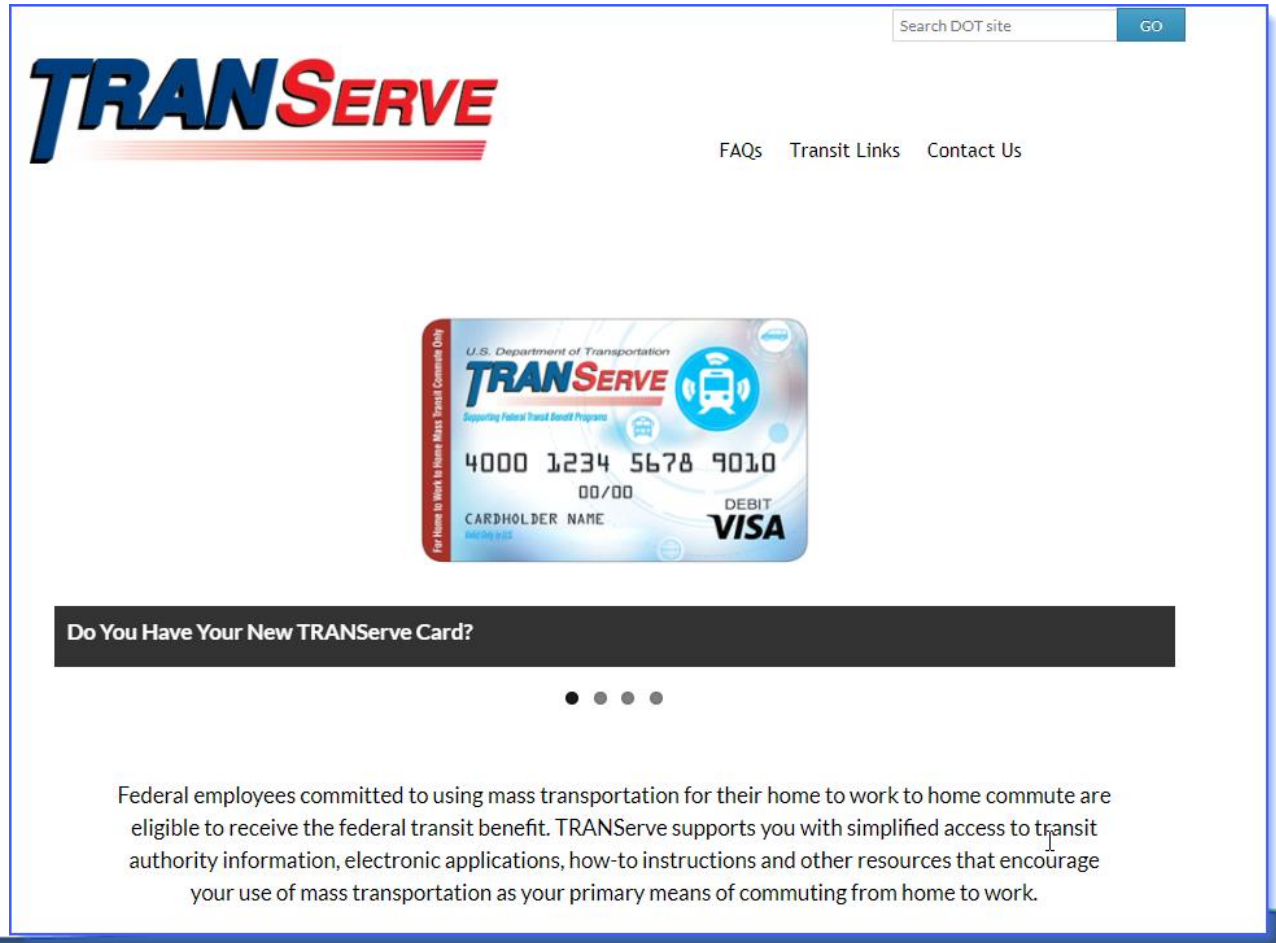
Employees who misuse the transit benefit are subject to appropriate administrative action including discipline and/or disqualification from future participation in the Transit Benefit Program.

Disciplinary penalties can range from a letter of admonishment to removal from Federal Service, depending on the severity of the abuse.

Use the Website:

www.transportation.gov/transerve/

- ✓ Apply
- ✓ Recertify
- ✓ TRANServe Card info
- ✓ News
- ✓ FAQs
- ✓ Research mass transit commute
- ✓ Subscribe



Knowledge Check 1

The Transit Benefit Program objective is to:

- ❑ A. Increase compensation of federal employees per month.
- ❑ B. Incentivize federal employees to use public transportation to reduce their contributions to traffic congestion and air pollution.
- ❑ C. Reward the employees for their hard work.

☑ The answer is….

Knowledge Check 1

The Transit Benefit Program objective is to:

- ❑ A. Increase compensation of federal employees per month.
- ❑ B. Incentivize federal employees to use public transportation to reduce their contributions to traffic congestion and air pollution.
- ❑ C. Reward the employees for their hard work.

The Federal Workforce Transportation Fringe Benefit Program under Executive Order 13150 is designed to reduce traffic congestion and air pollution.

Knowledge Check 2

True or False?

- .

If I misuse my transit benefit by selling it or over estimating my need for the benefit, I can be removed from federal service.

The answer is….

Knowledge Check 2

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True or False?

If I misuse my transit benefit by selling it or over estimating my need for the benefit, I can be removed from federal service.

TRUE: Disciplinary action can range from a letter of admonishment to removal from Federal Service, depending on the severity of the abuse.

Knowledge Check 3

TRANServe's Role is:

- ❑ A. To distribute the transit benefit to federal employees.
- ❑ B. To administer the Transit Benefit Program.
- ❑ C. To establish Best Practices.
- ❑ D. All of the above.

The answer is….

Knowledge Check 3

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TRANServe's Role is:

- ❑ A. To distribute the transit benefit to federal employees.
- ❑ B. To administer the Transit Benefit Program.
- ❑ C. To establish Best Practices.
- ❑ D. All of the above.

TRANServe delivers Transit Benefit Programs and establishes Best Practices.

Knowledge Check 4

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Jermaine plans to start teleworking.

The next step is to:

- ❑ A. Inform his supervisor.
- ❑ B. Continue claiming his transit benefit without change.
- ❑ C. Submit an updated application.

☑ The answer is….

Knowledge Check 4

Jermaine plans to start teleworking.

The next step is to:

- ❑ A. Inform his supervisor.
- ❑ B. Continue claiming his transit benefit without change.
- ❑ C. Submit an updated application.

You are responsible to update your transit benefit application and commuting cost worksheet whenever you change your commuting method, work schedule, or address.

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The
Transit Benefit
Certification Statement

Certification Is Required

Certify:

"To formally and legally attest a specific statement to be true"

Before you can enroll in the Transit Benefit Program you must first certify that certain conditions are true about you.

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Read the Certification Statement Carefully

WARNING !

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to $10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.

- I certify that I am not named on a federally subsidized parking permit at this or any other federal agency.

- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.

- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.

- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.

- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

I Agree | I Do Not Agree

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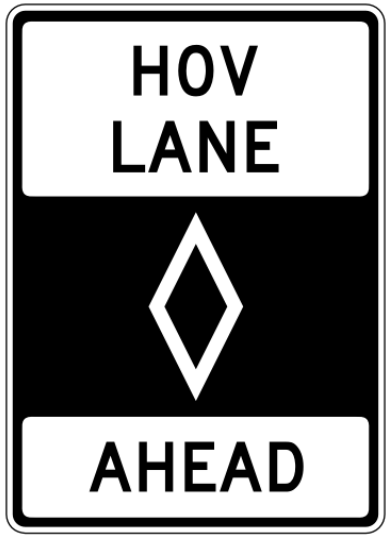
To What Must I Agree?

You Must agree:

- ✓ I am employed by the U.S. Federal Government.
- ✓ I am not named on a federally subsidized parking permit, anywhere.
- ✓ I am eligible for a public transportation fare benefit
- ✓ I will use the benefit for my daily mass transit commute to and from work
- ✓ I will not give, sell or transfer it to anyone else
- ✓ I will not use the Government provided benefit in excess of the IRS limit
- ✓ I will not claim an amount in excess of my actual monthly commuting expense
- ✓ I will not include parking fees as part of my commuting cost worksheet

I Agree | I Do Not Agree

Knowledge Check 5

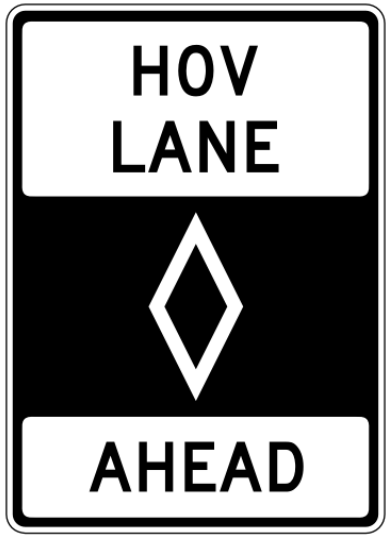


Keeva joined a carpool after commuting on the train for 5 years. She received the maximum benefit per month for her commute. She sold her benefit since she believes the benefit belongs to her. Was this the correct course of action?

- ❑ Yes
- ❑ No

The answer is….

Knowledge Check 5



Keeva joined a carpool after commuting on the train for 5 years. She received the maximum benefit per month for her commute. She sold her benefit since she believes the benefit belongs to her. Was this the correct course of action?

- ❑ Yes
- ❑ No

It is against the law to give away or sell the Transit Benefit

Knowledge Check 6

Hayly commutes from Virginia to get to work. Her commuting costs are $284 per month. She is eligible to receive additional transit benefit since her commute is so costly.

- ❑ True
- ❑ False

The answer is….

Knowledge Check 6

Hayly commutes from Virginia to get to work. Her commuting costs are $284 per month. She is eligible to receive additional transit benefit since her commute is so costly.

- ❑ True
- ❑ False

The federal government may provide up to the IRS maximum for mass transportation commuting costs. Hayley must cover the additional amount, “out of pocket”.

Knowledge Check 7

- Becky chooses to ride in a carpool. She is eligible to receive the transit benefit.

❑ True ❑ False

The answer is….

Knowledge Check 7

Becky chooses to ride in a carpool. She is eligible to receive the transit benefit.

- ❑ True
- ❑ False

False. The Federal Transit Benefit is for federal employees who choose to commute on mass transit in a commuter highway vehicle. This includes bus, rail, light rail and an authorized vanpools.

Knowledge Check 8

Ivan rides mass transit and parks in the lot near the station. He includes his parking fees in the computation of his monthly commuting cost. He is right to do this.

- ❑ True
- ❑ False

The answer is….

Knowledge Check 8

Ivan rides mass transit and parks in the lot near the station. He includes his parking fees in the computation of his monthly commuting cost. He is right to do this.

- ❑ True
- ❑ False

FALSE - The Federal Transit Benefit is exclusively for your home-to-work-to-home commute on mass transportation. Any other use is actionable as fraud, waste, or abuse of federal funds

Knowledge Check 9

Ciera and her supervisor agree she may telework two days each week, indefinitely. Her transit benefit is $25 per week. Now that she does not commute every day, her correct course of action is to:

- ❑ A. Thank her supervisors' for his/her understanding.
- ❑ B. Continue claiming her transit benefit without change.
- ❑ C. Change her transit benefit to $15 per week or $60 per month.

☑ The answer is….

Knowledge Check 9

Ciera and her supervisor agree she may telework two days each week, indefinitely. Her transit benefit is $25 per week. Now that she does not commute every day, her correct course of action is to:

- ❑ A. Thank her supervisors' for his/her understanding.
- ❑ B. Continue claiming her transit benefit without change.
- ❑ C. Change her transit benefit to $15 per week or $60 per month.

You must update your application and change your benefit amount whenever your commuting expenses change.

Knowledge Check 10

James is going to an off-site meeting. He is using mass transportation to travel to and from the meeting. Since he has extra funds on his TRANServe Card he decides to use his transit benefit. This is the correct course of action.

- ❑ True
- ❑ False

☑ The answer is….

Knowledge Check 10

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James is going to an off-site meeting. He is using mass transportation to travel to and from the meeting. Since he has extra funds on his TRANServe Card he decides to use his transit benefit. This is the correct course of action.

- ❑ True
- ❑ False

Travel to an off-site meeting or training class is an office expense. The Transit Benefit is provided solely for your home-to-work-to-home commute via mass transportation. "Extra" funds are swept back to your Agency at the end of the monthly cycle. A permanent change requires that you update your application so you do not tie up much needed funds.

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CONGRATULATIONS!

You have successfully completed
TRANSIT BENEFIT
INTEGRITY AWARENESS
TRAINING

To receive credit for this course in an electronic learning management system , you must click “Yes, I completed the course” at the bottom of this screen.

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Thank you for choosing to commute using mass transit.

Additional information is available on our Website:

https://www.transportation.gov/transerve/faq

For Agency specific questions, please contact
DISA-Joint Staff's Transit Benefit Program Office.