



NCUA
National Credit Union Administration

Office of Chief Financial Officer
Financial Operations Division
Funds, Travel and Payroll Branch

NCUA Transit Subsidy Benefit Program Integrity Awareness Training

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Background

- The NCUA, under Executive Order No. 13150, Federal Workforce Transportation, and the Federal Employees Clean Air Incentives Act of 1993 (5 U.S.C. 7905), provides a non-taxable transit subsidy to qualified employees to encourage employees to use public transportation when commuting to and from work.
- The subsidy will be approximately equal to but not exceeding the employee's commuting cost, including parking fees, not to exceed the maximum level allowed by law (26 U.S.C. 132 (f)(2)) (Executive Order 13150).

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Knowledge Check I

The Transit Benefit Program objective is to:

- A. Provide incentive to federal employees to use public transportation to reduce air pollution and traffic congestion.
- B. To share their transit benefit with their family.
- C. Give them a cash award for their participation in the program.

Answer

Collaboration with DOT's TRANServe Division

- **The Agency is under an interagency agreement (Agreement) with the Department of Transportation (DOT) to administer the transit subsidy benefit program.**
- **The Agreement is three prong (regulatory compliance; monitoring and controls; and, recordation, accounting and reporting) to ensure proper administration. DOT executes the following tasks under the Agreement:**
 - processes transit subsidy benefit applications and provides needed,
 - support to program participants,
 - disburses the transit subsidy and maintains records of disbursements, and
 - provides administrative reports to the Agency.

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Program Eligibility

- **Employees Eligible for the Transit Subsidy Benefit** - The transit subsidy program is offered to non-field employees. Employees who meet the following criterion are deemed qualified employees that are eligible for the subsidy benefit.
 - Use mass transportation to commute to and/or from work.
 - Does not receive mass transportation benefits from other sources.
 - Does not participate, directly or indirectly, in the Agency’s parking program and/or have a parking permit, reserved or unreserved.
- **Eligible Transportation** - The transit subsidy may only be used toward the cost to commute via public transportation or vanpool. Parking expenses incurred at the commuter lot to use public transportation or vanpool are eligible.
 - **Public Transportation** – transportation provided in a mass transit vehicle or commuter highway vehicle, including: Rail (subway, commuter, light), and Bus (transit authority, commuter).
 - **Qualified Vanpool** –highway vehicle that seats at least six adults and one driver. At least 80% of total mileage is used to transport the riders to and from work. The number of riders must be at least 50% of the adult seating capability, not including the driver.

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Knowledge Check II

Amber uses mass transit to commute to Kings Dominion for her part-time job. She using her Agency transit subsidy benefit to travel to and from her part-time job. This is within Agency policy.

A. True

B. False

[Answer](#)

Knowledge Check III

Taurus uses mass transit to commute to the office. He parks at the transit station parking lot. Taurus included his parking fee in his monthly transit benefit computation. This is within Agency policy.

A. True

B. False

[Answer](#)

Fare Media and Benefit Distribution

TRANServe will electronically distribute the benefit to program participants via fare media on a monthly basis.

SmarTrip Card: An agency issued SmarTrip card will be offered for Washington Metropolitan Area Transit Authority mass transit commuters in the Central Office and Eastern Region Funded on the 1st day of the benefit month.

TRANServe Credit Card: Participants outside of the Central Office and Eastern Region, or who commute using a method where SmarTrip fare media is not accepted, will be offered a TRANServe credit card. Credit cards funded on the 10th of the preceding benefit month to allow participants to enough time to procure commute passes for the next benefit month.

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Lost, Stolen or Damaged Fare Media

- Once fare media is distributed, you are responsible for its safekeeping. Lost, stolen or damaged fare media will not be replaced.
- Lost, stolen or damaged SmarTrip® cards may be replaced. Employees may contact Metro via a sales office or online www.wmata.com.
- For lost, stolen or damaged VISA Credit Cards, contact US Bank @ 1 - (888) 994-6722

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Legal Implications

- It is a violation of law to provide false or fraudulent information to obtain the transit benefit, to transfer, or to sell the transit benefit.
- Employees who misuse transit subsidies will be subject to appropriate administrative action including discipline and disqualification for future transit benefits.
- Disciplinary penalties could range from a letter of admonishment to removal from Federal service depending on the severity of the abuse.

It is a violation of law to provide false or fraudulent information to obtain the transit benefit, to transfer, or to sell the transit benefit.

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Knowledge Check IV

_____ is considered misuse of my transit benefit.

- A. Advertising your SmarTrip card on Facebook for sale
- B. Allowing your friend to use your benefit to catch a bus to New York
- C. Stating that your benefit amount is \$270 when it is actually \$195
- D. All of the above

[Answer](#)

Employee Responsibilities

- Meet the program eligibility requirements.
- Complete this integrity awareness training before enrolling in the program or completing the annual re-certification.
- Enroll in the program and apply for the transit subsidy benefit through the Agency's web application @ <https://transitapp.dot.gov>.
- Register his or her SmarTrip Card, if applicable with WMATA.com or contact customer service @ 1888-762-7874
- Ensure proper use of the benefit. The subsidy can only be used for the commute between the participant's residence and work location. As such, it must not be sold or transferred to another individual.
- Ensure the benefit requested and received is the proper amount. The amount of transit subsidy must not exceed the participant's actual commuting cost by public transportation.

Employee Responsibilities

- Ensure adjustments are made to transit subsidy amounts when warranted; for example: changes to commuting costs, commute route, work schedule, etc.
- Participants are also required to ensure that all other data is current, including but not limited to participant contact information,, or home/work address, etc.; current manager information, new manager information if re-certifying while under a new manager.
- In the event of separation from the Agency or program exit, he or she is required to return unused or excess funds and submit a Withdraw Application.



The screenshot shows a web form interface. At the top, there is a blue header bar with the text "Employer: National Credit Union Administration". Below this, there is a white form area with four radio button options: "Request Information", "Withdraw from the Program" (which is selected with a black dot), "Address/Smartrip Change", and "Certify/Enroll". At the bottom right of the form area, there is a blue button labeled "Continue".

- Withdraw from the program if on extended leave for 30 days or greater or if on a temporary duty assignment where the subsidy is not needed.
- Not be assigned an Agency-provided parking permit or participating in a carpool.

Knowledge Check V

Tammy moved from Washington, DC to Virginia and continues to use mass transit to commute to work daily. What should Tammy do?

- A. submit an updated application to reflect her new residence**
- B. give the metro card she had in Atlanta to a family member**
- C. change her commute estimate at the next annual certification period**

Answer

Knowledge Check VI

Marq commutes to work from Leesburg, Virginia each day; it costs him \$415 monthly. Which of the below statements are true?

- A. He is only eligible to receive the maximum subsidy.
- B. He is eligible to receive additional benefit, beyond the statutory limitation because his commute is expensive.
- C. He may claim the additional commute cost incurred above the maximum subsidy for reimbursement in his next expense report.

[Answer](#)

Knowledge Check Answer Key

- I. A.** The Federal Workplace Transportation Fringe Benefit Program under Executive Order 13150 allows for a transit subsidy incentive to Federal employees to use public transportation to reduce air pollution and traffic congestion. [Go back](#)
- II. False.** The Transit benefit is only for expenses incurred to commute to and from to work. [Go back](#)
- III. True.** The Agency transit benefit program includes parking fees at or near mass transit commuter lots. [Go back](#)
- IV. D.** All of the above are considered misuse. Depending on the severity of the misuse, disciplinary penalties could range from a letter of admonishment to removal from Federal service. [Go back](#)
- V. A.** Employees must submit a revised application if there are any changes to the commuting methods, work schedule, change of address, cost of commute. [Go back](#)
- VI. A.** Employees will only receive up to the maximum subsidy for mass transit commuting cost. No additional compensation is authorized. The employee is required to cover the additional amount exceeding the benefit maximum. [Go back](#)

Certification Statement

- **Employees who enroll in the transit subsidy program must make a certification at initial enrollment and is required to recertify on an annual basis to continue in the program.**
- **You must formally and legally attest and certify that the specific statements are true.**

WARNING !
<p>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.</p>
<p>- I certify that I am employed by the U.S. Federal Government.</p>
<p>- I certify that I am not named on a federally subsidized parking permit with any other federal agency.</p>
<p>- 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.</p>
<p>- 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.</p>
<p>- 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.</p>
<input type="button" value="I Agree"/> <input type="button" value="I Do Not Agree"/>

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Certificate of Completion

Congratulations!

You have successfully completed
TRANSIT BENEFIT INTEGRITY TRAINING

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Enrollment Procedures and Resources

Employees may find enrollment procedures and additional resources on NCUA Central under OFCO, Travel or TRANServe.dot.gov. Once you arrive at the landing page, navigate to the Participants site, then select NCUA to obtain specific Agency program information.

The screenshot displays the TRANServe website interface. At the top left is the U.S. Department of Transportation logo with the tagline "Business in motion". At the top right is the United States Department of Transportation logo. Below the logos is a search bar with a "Go" button. A navigation menu contains tabs for HOME, DEBIT CARD, RETURN OF EXCESS TRANSIT BENEFIT, RESOURCES, PARTICIPANTS, CONTACT US, and F.A.Q. The main content area features a "News" section with a "DOT News Flash" titled "On furlough? What transit benefit adjustments are required?". The flash text states that transit benefit participants using the TRANServe Debit Card do not need to take any action, as adjustments are made at the end of each cycle. It also provides information for the National Capital Region regarding the use of SmarTrip cards during furloughs. A "Recent Bulletins" sidebar on the right lists several updates, including the TSB 2013-14 DOT Bicycle Benefit Claim Submission Deadline, TSB 2013-13 - PTRAN New Hours of Operation, and TSB 2013-12 TRANServe Electronic Application System Password Enhancements. A "Contact Us" section on the right provides normal hours (Monday-Friday, 9:00 a.m. - 1:00 p.m.) and a date of Monday, October 28, 2013. A link for "Mobile Commuter Store Bus at DOT HQ on Thursdays!" is also present.

Office Contact Page

Feel free to contact our office with questions or comments.

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