

*U.S. Department of Transportation*



# Executive Office for Immigration Review (EOIR)

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## Transit Subsidy Program Overview

# EOIR's Transit Subsidy Program

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- A non-taxable subsidy designed to encourage its employees to use mass transportation for their daily commute to and/or from work.
- Only the mass transit portion of an employee's commuting cost is subsidized. Indirect costs, such as gas, mileage, parking, or an employee's payments for a personal or leased vehicle, are **NOT** included as part of the cost qualifying for the transit subsidy.
- Department of Transportation's TRANServe Office provides a service to EOIR participants in the Transit Subsidy Program. The role of the TRANServe Program Office is to:
  - Enroll new participants.
  - Distribute the transit subsidy.
  - Administer the transit subsidy program.



# Qualifications and Eligibility

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- The Transit Subsidy Program is available to all qualified Federal employees. This includes full time, part time, and interns.

**NOTE:** Contractors **are not** eligible to receive transit benefits.

- Eligibility for enrollment in the Transit Subsidy Program begins after all processes are completed:
  - Integrity Awareness Training slides viewed
  - Registrations (with System and Login.gov; linking both accounts)
  - Submission of transit subsidy application
  - EOIR approvals **and** DOT/US Bank process completion





# Your Roles and Responsibilities

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

**NOTE**: It is the participant's responsibility to track the status of their transit subsidy application through completion and to monitor their existing account.



# Designated Points of Contact

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- Each participating court, and Headquarters has a designated transit subsidy point of contact (POC) to render assistance.
- Please refer to the Headquarters and Regional Points of Contact link posted on the DOJ-EOIR participant page.
- POC should be familiar with their area's mass transit commuting alternatives, along with typical daily/weekly/monthly fares of the system.
- POC briefs new applicants on the overall Transit Benefit Program, to include general program policies, deadlines and application information.
- Responsible for recording participants' TRANServe card numbers; storing in a secured place. POC will have card information if lost or stolen.

# TRANServe Card

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- Activate it, Register it, Use it, or Replace it
- The TRANServe card is issued by US Bank. It is to be used for transit subsidy only.
- Monitor your benefits by registering your card on US Bank Access Online. The organizational code is TRANSV.
- Call US Bank Customer Service at 1-888-994-6722 (located on the back of your card) for card (transaction) issues.
- Funds are loaded on the card every 10<sup>th</sup> of the month.
- Funds revert to the Agency on the 9<sup>th</sup> of the preceding month (i.e., cycle for October funds load on September 10<sup>th</sup> and revert on October 9<sup>th</sup>).
- To check funds, call US Bank and request **available credit** NOT balance.





# TRANServe Card Funding Cycles

Benefit Month	Benefit Funded	Funds Available
October	September 10th	September 10-October 9
November	October 10th	October 10-November 9
December	November 10th	November 10-December 9
January	December 10th	December 10-January 9
February	January 10th	January 10-February 9
March	February 10th	February 10-March 9
April	March 10th	March 10-April 9
May	April 10th	April 10-May 9
June	May 10th	May 10-June 9
July	June 10th	June 10-July 9
August	July 10th	July 10-August 9
September	August 10th	August 10-September 9

**TIP: Purchase by the 4th to avoid wasting your benefit. Allow your vendor enough time to post the charges before the subsidy month resets.**

# SmarTrip Card

(for DC\*MD\*VA participants only)

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- ***Register Your Card:***  
<https://smartrip.wmata.com/Account/Create>
- ***Answers:***  
<https://www.wmata.com/fares/smartrip/faq.cfm>
- ***Monitor Your Benefit:***  
<https://smartrip.wmata.com/Account/Login>
- ***Customer Service:***  
888-SMARTRIP (M-F, 7AM-8PM)





# SmarTrip Card Funding Cycles

Benefit Month	Funds Available
October	October 1-31
November	November 1-30
December	December 1-30
January	January 1-30
February	February 1-28
March	March 1-31
April	April 1-30
May	May 1-30
June	June 1-30
July	July 1-31
August	August 1-31
September	September 1-30

**TIP: Monitor your funds through your online account at the web site below:**

<https://smartrip.wmata.com/Account/Login>

**NEW!**

# Online Application System

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- EOIR has fully transitioned to an online application system mandated by DOT.
- All paper applications and forms are obsolete.
- A **DOJ-EOIR participant web page** has been established on DOT's TRANServe web site to serve as a reference tool.
- All participants have complete control of their applications and can check the status at any time during the process.
- Refer to the participant page for instructions, guides, policy, training videos and more.

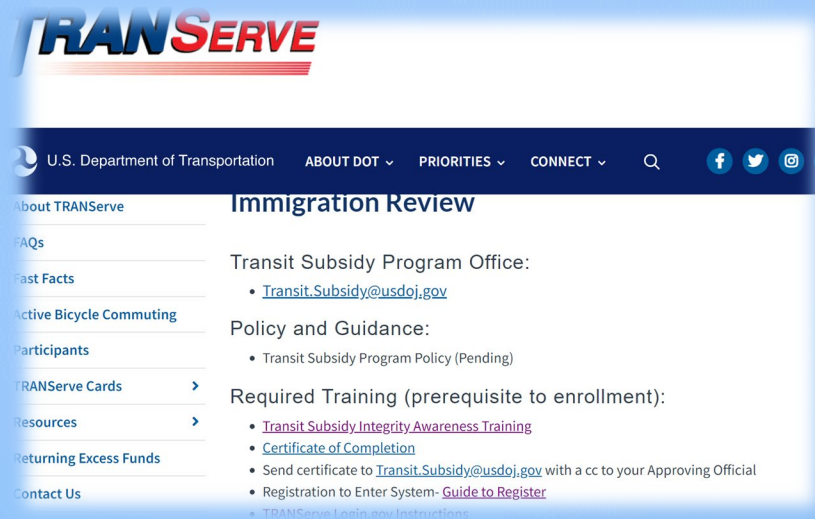




**NEW!**

# DOJ-EOIR Participant Page

- Enables employees to self serve
- Centralizes all Program information
- Portal to the web application...



## DOJ-EOIR Transit Subsidy Participant Page

(Link can also be found on the Office of Administration (OA)'s intranet page)



# TRANServe Web Application

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## To Increase Efficiency

- Fewer errors
- Application and worksheet easy to read
- Streamlined verification/approval process

## To Eliminate Paper

- Participant information is more secure
- Application history is stored on secure server
- Supports Green Initiatives



# Advantages of an Online Electronic Application System

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- **Better Internal Controls**
  - Primary responsibility on applicant
  - Recoups unused funds
  - Requires Government email
- **User-friendly**
  - Faster to apply, withdraw or recertify & get approved
  - Commuting cost expense worksheet is easy to understand and complete
  - Auto-calculates
  - Dynamic help menus



# TRANSIT BENEFIT APPLICATION OVERVIEW OF COMPLETE PROCESS



## PARTICIPANT

### Participant...

- Review of Integrity Awareness Training Slides
- System Registration
- Login.gov Registration
- Self-Training Video and Guides to View
- Submit Application
- Updates
  - Notification of changes
  - Recertification

## FIRST APPROVER

### Approving Official...

- Reviews application for reasonableness and accuracy
  - Transportation costs
  - Work Schedule
  - Telework Days
  - AO Selection
  - Supervisor's Phone Number

## SECOND APPROVER

### Manager/Fund Certifier...

- Supports 1<sup>st</sup> Approver
- Answers program q's
- Reviews application for accuracy
  - Line items are completed
  - Ensure days claim match work minus telework days
  - Final EOIR approval

## TRANServe

### Transit Benefit Manager...

- Supports 2<sup>nd</sup> Approver
- Processes Approved Applications
- Sends Application to US Bank for final processing
- Ensures Application Completion



Thank you for choosing to commute using mass transit.

Additional information is available on:

- DOJ-EOIR's participant page  
([DOJ-EOIR Transit Subsidy Web Page](#))
- DOT's TRANServe web page  
([TRANServe | US Department of Transportation](#))

For specific questions and assistance, contact:

- assigned court or Headquarters transit subsidy point of contact

**OR**

- the Transit Subsidy Program Office at  
[Transit.Subsidy@usdoj.gov](mailto:Transit.Subsidy@usdoj.gov)

