

U.S. Department of Transportation



Executive Office for Immigration Review (EOIR)

Transit Subsidy Program Overview

EOIR's Transit Subsidy Program

- A non-taxable subsidy designed to encourage its employees to use mass transportation for their daily commute to and/or from work.
- Qualified mass transportation include **Rail** (subway, commuter, light); **Bus** (transit authority, commuter); **Ferry** (pedestrian, bicycle); **Trolley**; and **Qualified Vanpools** (commercial or private vehicle w/ @ least 6 adult passengers, excluding the driver)
- 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.

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EOIR's Transit Subsidy Program

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- TRANServe is a fee for service program within the Department of Transportation that provides transit benefit program administration and distribution services. They assume all data entry responsibilities in addition to providing best practices and resource tools. TRANServe works with Agencies to ensure eligible employees receive their transit benefit and use it appropriately.
- Currently, the maximum mass transit exclusion from income has been set by the Internal Revenue Service (IRS) at \$315.
- The transit subsidy is tied to the calendar month and **is not issued retroactively nor is it reimbursable.**



Qualifications and Eligibility

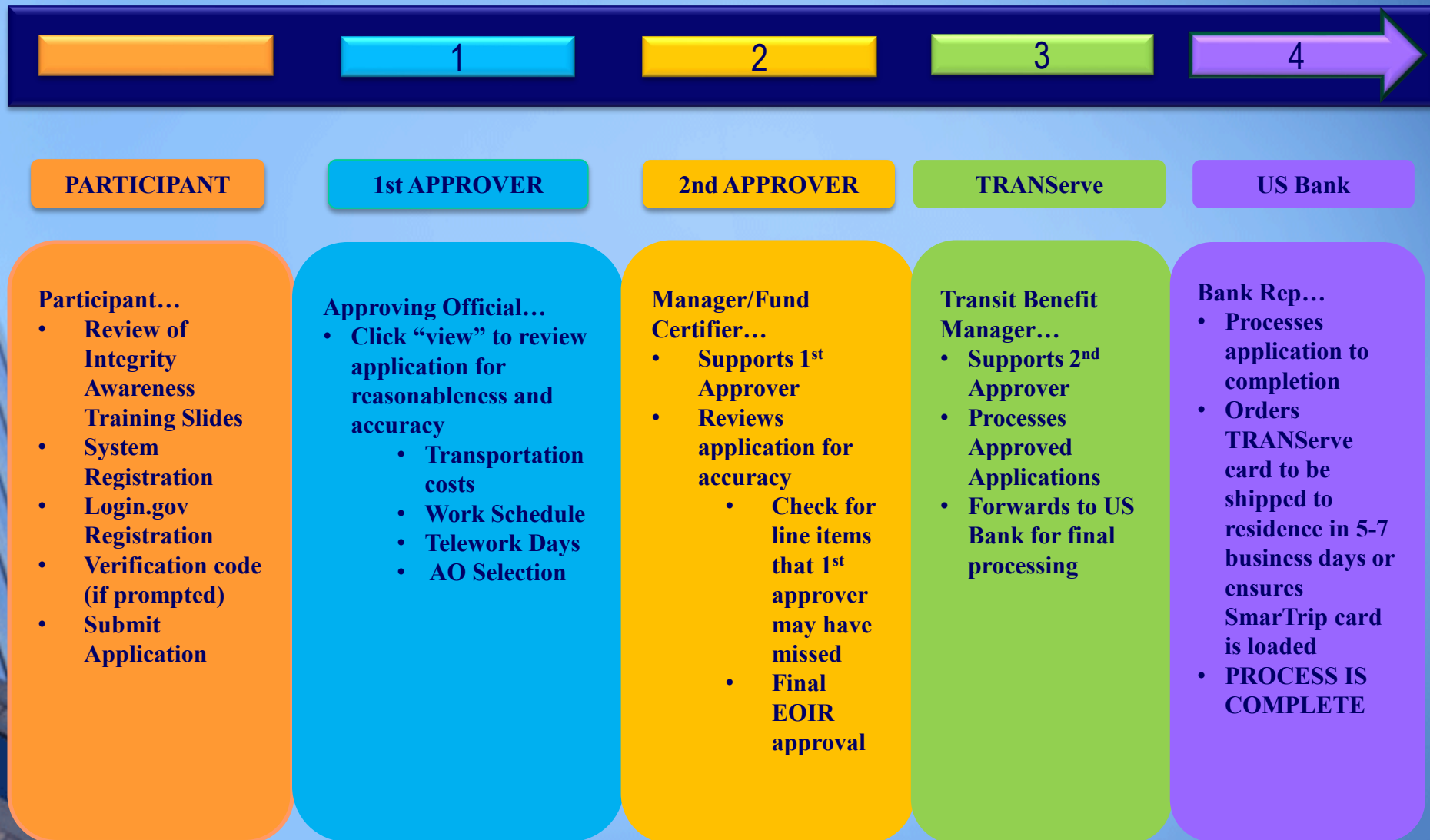
- The Transit Subsidy Program is available to all qualified Federal employees. This includes full time, part time, and interns.

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

- Enrollment in the Transit Subsidy Program begins after the application goes through the 4-approval process levels to completion – 1st approver (Approving Official), 2nd approver (Manager/Funds Certifier, TRANServe, and US Bank. Only when US Bank has processed is your application considered COMPLETE (see next slide for diagram).

Note: If Court is not a participant in the program, Court Administrator assigned to Court needs to submit a request to the Program Coordinator.

COMPLETE PROCESS OF THE TRANSIT BENEFIT APPLICATION





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 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

- 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 for a listing.
- POCs should be familiar with their area's mass transit commuting alternatives, along with typical daily/weekly/monthly fares of the system.
- POCs brief new applicants on the overall Transit Benefit Program, to include general program policies, deadlines and application information or direct them to the participant page.
- Responsible for recording participants' TRANServe card numbers; storing in a secured place. POC should have card information in case card is lost or stolen.

Online Application System

- EOIR transitioned to an online application system mandated by DOT in November 2022.
- 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.
- A self-serve, self-training application system.
- 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.



DOJ-EOIR Participant Page

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

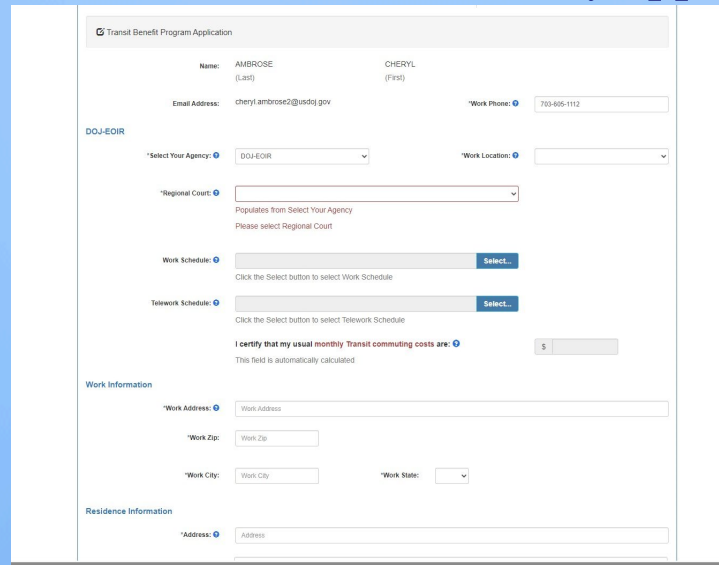
A screenshot of the TRANSERVE website. The header features the TRANSERVE logo in blue and red. Below the logo is a navigation menu with links: TRANServe Home, About TRANServe, TRANServe FAQs, Fast Facts, Active Bicycle Commuting, Participants, Resources (with a right arrow), Returning Excess Funds, and Contact Us. The main content area is titled 'Department of Justice (DOJ) - Executive Office for Immigration Review'. It includes sections for 'Transit Subsidy Program Office' with a link to Transit.Subsidy@usdoj.gov, 'Policy and Guidance' with links to [Transit Subsidy Program Policy](#), [Transit Subsidy Program Overview](#), and [Quick Guide in Applying to the Transit Subsidy Program](#), 'Required Training (prerequisite to enrollment)' with links to [Transit Subsidy Integrity Awareness Training](#), [Certificate of Completion](#), [Registration to Enter System- Guide to Register](#), [TRANServe Login.gov Instructions](#), and [Quick Guide-TRANServe Login Verification Code Process](#), 'Application System Guides' with links to [Transit Subsidy Program Applicant Guide](#), [On Demand Video Applicant Training\[external link\]](#), [Participant Application Checklist](#), [Transit Subsidy Program Approving Official Guide](#), [On Demand Video Approver Training\[external link\]](#), and [Approver Application Checklist](#), and 'Application System:'. A 'Contact Us' box on the left provides the address: 1200 New Jersey Avenue, SE, Washington, DC 20590, United States, and email: TRANServe@dot.gov. It also includes a note about accessibility services.

DOJ-EOIR Transit Subsidy Participant Page

(Link is also located on the Office of Administration's Office of Management & Program Services intranet web site)

Electronic Online Application

- Application steps are as follows:
 - View the Integrity Awareness Training slides - on application check box to acknowledge slides were viewed
 - Registrations (create passwords for System and for Login.gov; link both accounts)
 - NOTE: **DO NOT** use personal email addresses for Login.gov
 - Verification Code (if prompted)
 - Enter and submit transit subsidy application



The screenshot displays the 'Transit Benefit Program Application' form. At the top, there is a checked box for 'Transit Benefit Program Application'. The form is divided into several sections: 'Name' (Last: AMBROSE, First: CHERYL), 'Email Address' (cheryl.ambrose2@usdoj.gov), and 'Work Phone' (703-605-1112). Below this is the 'DOJ-EQIR' section with dropdowns for 'Select Your Agency' (DOJ-EQIR) and 'Work Location'. A 'Regional Court' dropdown is also present, with a note that it populates from the selected agency. The 'Work Schedule' and 'Telework Schedule' sections each have a 'Select...' button. A certification statement 'I certify that my usual monthly Transit commuting costs are:' is followed by a dollar sign and a text input field. The 'Work Information' section includes fields for 'Work Address', 'Work Zip', 'Work City', and 'Work State'. The 'Residence Information' section has an 'Address' field.

TRANServe Card

- 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 which is indicated on the left side of the card in red (not to be confused with or used in place of a Government Travel Card).
- 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 10th of the month (see funding cycles).
- Funds revert to the Agency on the 9th of the preceding month (i.e., cycle for February funds load on January 10th and revert on February 9th).
- To check funds, log in to your bank account or 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)

- ***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>

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

