U.S. Department of Transportation
Office of the Secretary of Transportation

TRANSERVE

Mandatory Transit Benefit Recertification Bulletin (Excluding FAA)

BULLETIN #: TSB-2025-05

DATE: 1/31/2025

SUBJECT: DOT Transit Benefit Recertification (Excluding FAA)

PURPOSE: This bulletin provides updated guidance on the Department of Transportation (DOT) Transit Benefit Program (TRANServe).

BACKGROUND: Due to the anticipated increases in commuting by DOT employees, the DOT Transit Benefit Program is conducting a mandatory transit benefit program recertification. This recertification will ensure program participants review / update their transit benefit applications to ensure their transit benefits support their mass transportation commuting needs.

INFORMATION: The DOT Transit Benefit Program is conducting a required transit benefit program recertification The recertification period for program participants to review/update their transit benefit applications is- **February 3 – February 14, 2025.** DOT Transit Benefit Program participants must apply with a new application or annual recertification/certification of their existing application during this period to remain in the program.

Failure to apply or recertify by the deadline could delay benefits or initiate withdrawal from the program.

ACTION: Refer to attached Applicant Checklist

1. Take the Transit Benefit Integrity Awareness in DOT Learns
   - Go to DOT Learns Website
   - In the catalog search box, type "Transit Benefit Integrity Awareness Training"
   - If you are unable to access DOT Learns please contact your Modal DOT Learns administrator.

2. Submit the application- Please refer to the included Applicant Checklist for assistance.
   - Go to DOT Transit Benefit Participant Page
   - Select the Transit Benefit Application System Link
   - Log in with your government email address
   - Select "Transit Benefit Application"

- Select “Certify/Enroll”
- Read and respond to the Warning against making false statements
- Select the reason for application as Annual Recertification/Certification
- Review/update all fields
- Complete and submit the application

You will receive email notifications as your application progresses through the approval process until application is completed by TRANServe.

Please visit the DOT Transit Benefit Participant Page for direct links to DOT Learns, Transit Benefit Application System, step-by-step how-to guides, and other resources.

EXPIRATION DATE: This Bulletin will remain in effect until canceled.

CONTACT: If you have any questions, please contact your DOT Modal Points of Contact.