

Civil Division Transit Subsidy Program Policy and Procedures Washington, DC

A transit benefit is an employer-provided subsidy established by Presidential Executive Order 13150 in April 2000. The subsidy is provided pursuant to Public Law 103-172, Federal Employees Clean Air Incentives Act (5 U.S.C., Section 7905), which is designed to improve air quality, reduce traffic congestion, and conserve energy by encouraging employees to commute by means other than single occupancy vehicles. The transit benefit is not taxable and does not have to be reported as income.

Eligibility

Any salaried, unpaid volunteer, part-time, full-time, and short-term employee of the Civil Division who uses mass public transportation to commute between home and work is eligible. Employees who receive Government-subsidized parking, and any car pool drivers or members listed on a car pool application for Government-subsidized parking, are not eligible. Contract employees are not eligible.

Application

Complete a *U.S. Department of Justice, Civil Division, Transit Subsidy Application* (attached) and send it to the Transit Subsidy Coordinator, 1100 L Street, Room 9027. Original signatures are required; applications cannot be submitted via email or facsimile. Send an original application via tripsheet mail. The tripsheet should be attached to the *outside* of the messenger envelope--or deliver it in person to Room 9027, 1100 L Street. Incomplete or inaccurate applications may cause a delay in benefits.

Deadlines

All applications must be received by the Transit Subsidy Coordinator on or before noon on the 1st day of the month preceding the month in which eligibility begins. Applications received after noon on the 1st will become eligible the month after that. E.g., for an application received at or before noon on August 1, eligibility will begin on September 1; for an application received after noon, August 1, eligibility will begin on October 1. Send all applications via tripsheet, with a designated delivery deadline to ensure timely submission. This deadline is mandated by WMATA and DOT processing requirements.

Notice of Application Receipt and Approval

Applicants will receive an email notice from the Transit Subsidy Coordinator within two business days of receipt of an application. If an applicant does not receive email confirmation within two business days of submission, the applicant should immediately contact the transit subsidy office at 616-7930 or send an email to "Transit Subsidy Coordinator."

Approximately two weeks after receipt, when an application has been approved, the applicant will receive an email with detailed instructions of where, when and how he/she can receive their initial

transit benefit. If an applicant does not receive that email, he/she should immediately contact the transit subsidy office at 616-7930 or send an email to “Transit Subsidy Coordinator.”

Maximum Benefit

Effective July 1, 2009, transit subsidy recipients may receive \$230 per month or his/her actual commuting cost, **whichever is lower**. The application must provide documentation of commuting costs. The Civil Division's transit subsidy program is responsible for providing for the most economical route from the commuter's home to his or her office; if the commuter chooses another carrier or route for any personal reason, any added expense must be borne by the commuter and not the Government. Since the transit benefit subsidizes only mass public transportation expenses, the cost of parking should not be claimed on an application or factored in when computing monthly commuting costs.

The Executive Order establishing the Transit Benefit Program allows the transit subsidy to be provided for costs incurred in commuting between an employee's residence and his/her work place. The only exception is when an employee's normal commute would involve a location other than his/her residence, **and** the costs incurred in this commuting pattern would be less than or equal to the cost of commuting to/from that employee's residence. The total amount of an employee's benefit cannot exceed the cost of commuting to and from his/her residence.

Benefit Distribution

When an application has been approved, the applicant will be sent an email with detailed instructions of where, when and how he/she can make the first pick up.

SmarTrip Benefits

Recipients who commute via Metro subway, Metrobus, DASH, Ride On, Fairfax Connector, PRTC, CUE, Loudoun County Transit, van pools, or any carrier which accepts SmarTrip cards will receive their benefits via a SmarTrip card. SmarTrip is a permanent, rechargeable farecard. It is plastic-like a credit card—and is embedded with a computer chip that keeps track of the value of the card. The commuter must purchase a SmarTrip card with his/her own funds and provide the SmarTrip serial number to the Civil Division's transit subsidy office. Benefits can be loaded onto a SmarTrip card at farecard machines located in all Metro subway stations. Benefits can be loaded on any day of a given month. Please be aware that once a month has passed, benefits for that particular month cannot be claimed. The transit subsidy benefit can be loaded in partial amounts, multiple times, on any day of a given month. Please see the *Reimbursement* section below for admonitions about reimbursements which must be made upon departure from the transit subsidy program. For details about how to use a SmarTrip card, visit www.wmata.com and click on “SmarTrip” or call 1-888-762-7874.

Smart Voucher Benefits

VRE, MetroAccess, MARC, and private bus commuters will be issued paper Smart Vouchers to be converted by the recipient into fare media accepted by these providers. Depending on the date eligibility commences, the first pick up will either be at an onsite DOJ/CIV building or at the DOT/TASC offices. Onsite distributions are made on a quarterly basis at alternating CIV buildings. An email notice will be sent to all employees prior to each onsite distribution. Eligible Smart Voucher recipients may pick up their benefits at any of the onsite distribution locations. Recipients will be asked to show their DOJ photo ID (driver's licenses are not acceptable), give the last four digits of their social security number, and sign for the transit subsidy. Once a

recipient has received a benefit for a given month, the recipient cannot receive an adjustment or any additional transit benefits for that particular month.

The Department of Transportation, Parking and Transit Benefit Office is located at 1200 New Jersey Avenue, SE. It is accessible via Metro on the Green Line, Navy Yard station; take the exit toward New Jersey Avenue. Office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday. Recipients will be asked to show a DOJ photo ID, give the last four digits of his/her social security number, and sign for the transit subsidy. Subsidies not picked up by the close of business on the last day of the month are forfeited for that particular month. For example, the benefit for August is forfeited if it is not picked up by the last business day of August.

Proxy

If a Smart Voucher recipient is not able to make an onsite pick up on any of the scheduled distribution dates, the recipient may designate a proxy to pick up the transit benefit. If a recipient designates a proxy, it is recommended that the recipient choose a trusted colleague. Recipients should not designate his/her secretary since secretarial assignments are usually transitory. Recipients may designate only one proxy, i.e., if the recipient or the designated proxy cannot make an onsite pick up, the recipient cannot designate another proxy; in these instances, the recipient must make the pick up at the DOT/TASC offices. If the proxy loses the recipient's benefit, the Government will not replace it. There is no need to designate a proxy for each missed distribution—the proxy designation will remain in place until the recipient or the proxy leave the Civil Division.

Time Limits for Using Benefits

For commuters who use SmarTrip cards, the maximum benefit received is limited to one month at a time. For Smart Voucher recipients whose benefits are distributed on a quarterly basis, there are legal limits on the Government-subsidized transit subsidy. A commuter may not use a benefit greater than \$230 per month—the ceiling established by law. If a commuter's commuting costs exceed the monthly limit, the commuter must pay the difference with his/her own funds rather than use the Government-provided transit benefit designated for use in a future month.

Reimbursements Due to Departure or Absence from the Civil Division

If a SmarTrip recipient knows that he/she will be leaving the Civil Division or will otherwise become ineligible to receive a transit benefit from the Civil Division during the period covered by an upcoming month, he/she should load only enough transit fare to cover the commuting costs up to the date of departure/ineligibility. A recipient can always load less than the full allotment of a monthly transit benefit. In the case where a recipient knows that he/she will be leaving the Division or the Transit Subsidy Program in the near future, reducing the amount of benefit can reduce or eliminate the amount that must be reimbursed back to the Division.

If a transit subsidy recipient transfers to another component of the U.S. Department of Justice and his/her new office is located in Washington, DC, the recipient may keep and use the remaining funds of the transit subsidy benefit that were issued for the entire last month of employment with the Civil Division. Exceptions are when the employee's official last work day falls at the beginning of a month *and* the first day of the month falls on a Saturday, Sunday, or holiday, then, the recipient would not be eligible for a benefit from the Civil Division for that particular month. Also, if the recipient takes leave or does not report to work for any period of time immediately prior to the official last day of work for the Civil Division, the recipient would only be eligible for a benefit on the work days they actually commute to work.

If a recipient leaves the Civil Division and transfers to another component of the U.S. Department of Justice outside of Washington, DC, or changes duty station to a location outside of Washington, DC, the recipient must reimburse the Civil Division for any funds uploaded onto his/her SmarTrip card for the remainder of the month of departure.

Recipients who, for any reason, do not commute to their official office, for a period of four weeks or more should refrain from accepting transit subsidy benefits for that period of time. This includes leave without pay, annual leave, sick leave, maternity leave, paternity leave, sabbaticals, and official travel to a location outside of Washington. Recipients who accept a transit subsidy benefit for these periods will be required to make reimbursement to the Civil Division.

Be aware that any funds downloaded onto a SmarTrip card cannot be retrieved by WMATA or DOJ for cash or converted to any other form to be used as credit or reimbursement back to the Civil Division. The Civil Division Transit Subsidy Program cannot accept a SmarTrip card as reimbursement. In these instances, the transit subsidy recipient must write a personal check or purchase a money order to reimburse the Civil Division on or before their last day of employment or change of duty station. The amount of pro-rated reimbursement will be calculated by the transit subsidy office and an email notice sent to each exiting employee shortly before departure. This process is part of every employee's exit process.

Commuting Cost Increases

For commuters who receive their benefits via a SmarTrip card: if a recipient's costs increase, the commuter can submit a revised transit subsidy application documenting any applicable changes like a new address or change in commuting routine. The revised application must be received before noon on the 1st of the month preceding the month the recipient wants the increase to take effect. For example, an application received on or before noon, January 1, will take effect on February 1; an application received after noon, January 1, will take effect on March 1. Please be aware that if a recipient loads benefits for a particular month onto his/her SmarTrip card, the recipient cannot later receive an adjustment or an additional amount to cover the increase for that same month.

For commuters who receive their benefits via Smart Vouchers: once a transit subsidy recipient accepts a transit subsidy for a particular month, the recipient cannot receive an adjustment or any additional benefits for that particular month. If a recipient's commuting costs increase during the second or third month covered by an upcoming distribution, the recipient cannot accept the transit subsidy for those months at the current level and then receive an adjustment or an additional amount (covering the increase).

Lost/Stolen SmarTrip cards

SmarTrip cards that are lost or stolen will not be replaced by the Government. All SmarTrip cards must be registered, by the commuter, with WMATA. Registered SmarTrip cards can be replaced by WMATA if lost or stolen. For more information on this, visit www.wmata.com and click on SmarTrip cards or call 202-962-5719. Once WMATA has replaced the card, the transit subsidy recipient must provide the card's serial number and last four digits of his/her SSN to the Civil Division's transit subsidy office so future benefits will be directed to the new card. To avoid errors, this information must be sent via email to "Transit Subsidy Coordinator."

Information

Additional information may be found by visiting the Washington Metropolitan Area Transit Authority's website at www.wmata.com or telephone 202-637-7000 (general information), 1-888-762-7874 (SmarTrip). Applicants and recipients may also contact the Civil Division's transit subsidy office at TransitSubsidyCoordinator@usdoj.gov or telephone 202-616-7930.

REV. 4/20/2009

**Department of Justice
Civil Division
Transit Subsidy Program**

Application Instructions: To apply for a transit subsidy, carefully read and follow the detailed instructions below. Incomplete or incorrect applications cannot be processed and may cause your eligibility for a benefit to be delayed.

Under the guidelines of the transit subsidy program, the subsidy is based on a commuter's actual costs, not the maximum limit of benefit. Assistance for calculating commuting costs can be found at www.wmata.com. (Use the "Metro Trip Planner" guide on the main page.)

**YOUR COMMUTING COST CALCULATION MUST BE WRITTEN
IN PENCIL ON THE BACK OF YOUR APPLICATION FORM:**

If you commute via WMATA subway and/or Metrobus—

1) write the **name of the subway station** from which you commute (should be the station nearest your home) and the **name of the subway station** nearest your office

2) write the cost of a **one-way trip** from that subway station to the station nearest your office

3) multiply this figure by **2** to get your daily subway cost

4) if you ride a Metrobus, remember to discount the cost when using a Metrorail transfer

5) add your subway and bus (if applicable) costs together to obtain your **daily** round-trip cost

6a) if you are a **full-time** employee, multiply this figure by **20** work days to get your **monthly** cost.

or

6b) If you are a **part-time** or **telecommuting** employee, you should multiply number of days per week you are officially scheduled to work by **4** and then multiply this number by your daily round-trip cost (step #5, above).

7) **The sum of this calculation is the amount that should be claimed on the front of your application form.**

If you commute via MARC, VRE, commuter bus, or van pool—your costs should also be documented in pencil on the back of the application form. Please note, if you are a full-time employee and commute via a transit company which offers monthly passes *which are less expensive than the daily fares*, please claim the monthly, rather than the daily, fare. This method should be documented as "Monthly Pass = \$[fill in the blank]" on the back of the form.

Application Submission: Make and keep a copy of your application form. Submit the original application via tripsheet mail. A pre-addressed tripsheet is attached; the tripsheet goes on the *outside* of the messenger envelope; do not leave your application in an outgoing mail box; instead, hand the tripsheet package directly to the mail messenger in your building. You may also submit your application in person to the transit subsidy office, Room 9027, 1100 L Street. If no one is in the office to accept the application, you must send your application via tripsheet mail. It is not recommended that you allow someone to submit your application on your behalf.

Confirmation of Receipt: The transit subsidy office will send email confirmation of receipt of your application within two business days. Please notify us if you do not receive email confirmation within a week. When your application has been approved and forwarded to the Department of Transportation, you will receive a second email which will provide instructions on how, when, and where you can make your first transit subsidy pick up.

Questions and Information: Most of the transit subsidy program's policies and procedures can be found in the attached *Policy and Procedures* document. Contact the transit subsidy office at **616-7930** or send an email to TransitSubsidyCoordinator@usdoj.gov.



U.S. DEPARTMENT OF JUSTICE CIVIL DIVISION TRANSIT SUBSIDY APPLICATION

Please print clearly or type. Use blue or black ink. All information requested MUST be provided.

Last Name _____ First Name _____ MI _____

Home Address _____

City _____ State _____ Zip Code _____

Office (check one):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Appellate | <input type="checkbox"/> Aviation & Admiralty | <input type="checkbox"/> Constitutional Torts | <input type="checkbox"/> Consumer |
| <input type="checkbox"/> Environmental Torts | <input type="checkbox"/> Federal Programs | <input type="checkbox"/> Financial | <input type="checkbox"/> Foreign |
| <input type="checkbox"/> Fraud | <input type="checkbox"/> FTCA | <input type="checkbox"/> Immigration - Appellate | <input type="checkbox"/> Immigration - District Courts |
| <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Management Programs | <input type="checkbox"/> National Courts | <input type="checkbox"/> OAAG |
| <input type="checkbox"/> Torts - New York | <input type="checkbox"/> Torts - San Francisco | | |

Building (where you work):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> 20 Massachusetts Avenue | <input type="checkbox"/> 1100 L Street | <input type="checkbox"/> 1425 New York Avenue | <input type="checkbox"/> San Francisco |
| <input type="checkbox"/> Liberty Square Building | <input type="checkbox"/> RFK Main Building | <input type="checkbox"/> Patrick Henry Building | <input type="checkbox"/> New York City |
| <input type="checkbox"/> National Place Building | | | |

GS Grade Level _____ Work telephone (_____) _____ Last 4 digits of your SSN _____

Check one:

I am not currently a participant in the Civil Division's Transit Subsidy Program. This is the first application form I have submitted.

Proxy Designation (for Smart Voucher recipients only): in your absence, your proxy may pick up your subsidy at any future distribution. Designee must be a Civil Division employee. Designation is optional.

I am already a participant in the Civil Division's Transit Subsidy Program. I am submitting this form to update/change my previous information.

Proxy Name _____

Modes of transportation to be used to and from workplace. (Check as many as applicable.)

Bus Subway Train Van Pool Light Rail Ferry Other (Explain on back.)

Please identify the NAME of the transit company you intend to use. _____

Prior to applying for this benefit, did you use some form of mass transit? (Check one.) Yes No

Employee Certification

WARNING: This certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal.

I certify that I am employed by the U.S. Department of Justice, Civil Division and do not receive a transit subsidy benefit from any other Government agency.

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

I certify that I do not receive/use a Government-subsidized parking pass, nor am I listed as a driver or member of a car pool which receives Government-subsidized parking.

I certify that in any given month, I will not use the Government-provided transit benefit in excess of the legal limit. If my commuting costs per month on public transit exceed the monthly 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 accept a transit benefit, computed by month, which exceeds my monthly commuting costs (rounded up to the next highest dollar).

I certify that my usual monthly commuting costs are \$ _____

SmarTrip Card Serial Number _____

IMPORTANT: Commuting costs MUST be documented on the reverse side of this form. See application instruction sheet for directions.

IMPORTANT: If you ride a mode of transportation which accepts SmarTrip cards, your application cannot be processed without a serial number.

I certify that I have read and understand the eligibility requirements described above and that the information I have provided is true and correct.

Employee Signature _____ Date _____

Transit Subsidy Coordinator Authorization

Transit Subsidy Coordinator Signature _____ Date _____

Welcome to SmartBenefits



Getting your Metrochek transit benefit just got easier.

You gave your employer the serial number of the *SmartTrip* card that you registered with Metro at the time you bought it. (You filled out a form with your name, address and password.)

Now, instead of receiving your transit benefit as paper Metrochek cards, your employer will load the value of your benefit automatically into this registered *SmartTrip* account each month.

You'll use this registered *SmartTrip* card to claim your Metrochek SmartBenefits between the first and last day of each month at a *Passes/Farecards* machine at any Metro station. (Please review the detailed instructions on the back of this sheet.)

If you have questions about the registration of your *SmartTrip* card, please call the *SmartTrip* hotline: 202-962-5719 or e-mail smartrip@wmata.com.

If this registered *SmartTrip* card is lost, stolen, damaged or defective, do the following immediately:

- 1 Call Metro's *SmartTrip* hotline at 202-962-5719. You also may use e-mail: smartrip@wmata.com. Metro will deactivate the card. The card's remaining value at the time of your call will be transferred to a new *SmartTrip* card and sent to you, minus a \$5 card replacement fee.
- 2 Notify your employer that you have replaced the *SmartTrip* card you used to claim your

- Use this card to pay for transit fares or parking fees whenever you see the *SmartTrip* logo. Each customer must have a card and it must be produced on demand by an authorized transit employee or police.
- This card is the only means of payment on Metro-operated parking facilities. Parking gates will not open without the full parking fee on the card.
- Valid registration of your card with the *SmartTrip* Regional Customer Service Center is required for balance protection when the card is reported lost or stolen. Register online at MetroOperatedDoors.com or get a registration form in any station or at a transit store.
- For information about *SmartTrip* or to report a problem with your card, please call 1-888-SMARTTRIP (1-888-762-7874) (TTY: 703-620-8782) or e-mail smartrip@wmata.com.
- SmartTrip* contains sensitive electronics. Do not bend, perforate or expose to extreme temperatures.
- Value added through SmartBenefits®, Metrochek or other valid transit benefit programs may only be used by qualified employees who receive the benefit from their employer or a WMATA agent. Use by any other person invalidates the value added, is illegal and suggests the person to arrest and/or prosecution.
- If found, please return to: WMATA, 600 Fifth Street, N.W., Washington, D.C. 20001
- Metro, *SmartTrip* and SmartBenefits® logos are registered trade/service marks of WMATA.

814548594 C33D4730
Serial Number

SmartBenefits. Then give your employer the serial number of the registered replacement card. Your employer will remove the old card's serial number from the SmartBenefits file and enter your replacement card's serial number.

Details about SmartBenefits.

When you can claim it

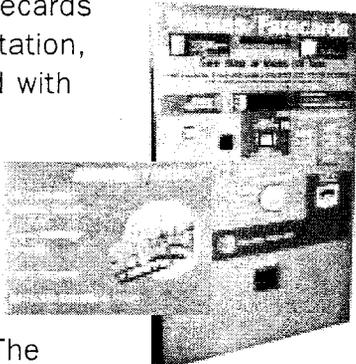
You may claim your SmartBenefits beginning on the first day of the month through the last day of the month. Under IRS guidelines transit benefits are not retroactive. You may not claim a previous month's or succeeding month's benefits. You also may not combine unclaimed benefit value from one month with the benefit value for the next month.

Maximum you can put on *SmartTrip*

A *SmartTrip* card holds up to \$200 in value. If the value of your SmartBenefits, plus the value that's already on your *SmartTrip* card exceeds \$200 at the time you want to claim your SmartBenefits, you may only claim part of your SmartBenefits so the total value on your *SmartTrip* card does not exceed \$200. For example, if your *SmartTrip* card already has \$150 value on it and you have \$100 in SmartBenefits available, you may claim only \$50 of your SmartBenefits (the \$150 balance plus \$50 equals \$200). You'll then have until the last day of the benefit month to claim the balance of your SmartBenefits.

Here's how to claim your monthly Metrochek benefit using SmartBenefits:

Claim your monthly transit benefit at a Passes/Farecards machine at any Metro station, using the *SmarTrip* card with the serial number you gave your employer for SmartBenefits.



Follow these steps:

- 1 Touch the card to the circular target. The screen will display your *SmarTrip* value.

SMARTRIP VALUE \$00.00	
A	- SMARTBENEFITS
B	- ADD VALUE
C	

- 2 Press the **A-SmartBenefits** button. The next screen will ask if you want a receipt. Press B or C (your choice).

SMARTRIP VALUE \$00.00	
A	- WOULD YOU LIKE A RECEIPT?
B	- YES
C	- NO

- 3 The next screen will show the current value of your *SmarTrip* card and the SmartBenefits value due you.

SMARTRIP VALUE \$00.00	
A	- SMARTBENEFITS VALUE \$100.00
B	- ADD VALUE
C	

- 4 Press the **B-Add Value** button. The screen will show you the total SmartBenefits value available.

TOTAL COST IS: \$100.00	
A	- TOTAL SMARTRIP VALUE: \$100.00
B	- PRESS +\$, \$, +¢, ¢ TO CHANGE VALUE
C	- PRESS WHEN DONE

- 5 Claim your entire benefit by pressing the **C** button. If you only want part of your benefit, press the **\$** and **¢** keys to change the value of your benefit. After changing the value, press the **C** button to complete your benefit claim.
- 6 This will bring you to the final step:

SMARTRIP VALUE IS: \$100.00	
A	- RETOUCH SMARTRIP OR INSERT MONEY OR TRADE-FARECARD OR
B	- PRESS B TO PAY WITH CREDIT CARD
C	- PRESS C TO PAY WITH DEBIT CARD

You may choose to:

- Finalize your benefit claim by retouching your *SmarTrip* card to the target. This will complete the transaction.

or:

- Add more value (your own money) to the card using cash, credit cards (Discover, MasterCard or VISA), debit cards, *unused* Metrocheks of any value or *used* Metrocheks or farecards valued at \$7 or less.

Refer to the *SmarTrip User Guide* for information about adding additional value to your card. Need a copy? Call 202-962-5719.

**For SmartBenefits or *SmarTrip* card questions or problems,
call 202-962-5719 or e-mail smartrip@wmata.com.**

CIVIL DIVISION TRIPSHEET

Please fill in all blanks.

Sender's Special Instructions and Deadline Information (date/time): 	
P I C K U P F R O M	Name _____ Telephone Number _____
	Organization _____
	Address _____ Room Number _____
D E L I V E R T O	Name <div style="text-align: center; font-size: 1.2em;">Transit Subsidy Coordinator</div> Telephone Number <div style="text-align: center; font-size: 1.2em;">616-7930</div>
	Organization <div style="text-align: center; font-size: 1.2em;">CIV/OMP/OA</div>
	Address <div style="text-align: center; font-size: 1.2em;">1100 L Street</div> Room Number <div style="text-align: center; font-size: 1.2em;">9027</div>
*****FOR MAIL ROOM USE ONLY*****	
Messenger's Signature _____	
Problems with Pick-up/Delivery _____	
Overtime Information: Authorization received from _____ Driver's/Messenger's signature _____ No. of hours worked _____ Time mail rec'd _____ Time mail delivered _____	
Recipient's Signature (Required) _____	Date/Time Received (Required) _____