

## MEMORANDUM TO ALL ELIGIBLE TRANSIT SUBSIDY BENEFIT RECIPIENTS

FROM: LARRY ALLEN  
DIRECTOR, OFFICE OF FINANCIAL MANAGEMENT  
OPERATIONS

SUBJECT: Transit Subsidy Benefits Distribution Schedule, Lost, Stolen  
or Damaged Smartrip Card Procedures, and Coordinator  
Notification

We would like to take a moment to inform transit subsidy benefit recipients of the transit subsidy benefits distribution schedule and the procedures for lost, stolen, or damaged smartrip cards. We also want to remind transit subsidy benefit recipients when they should contact the transit subsidy benefits coordinator.

### **Transit Subsidy Benefits Distribution Schedule**

The regular transit subsidy benefit distribution schedule for paper fare cards is the last three work days of each month, from 10:00 AM to 12:00 PM in room C5320, seminar # 6. Late transit subsidy benefit distribution will be the 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> workday of each month. The last late transit subsidy benefits distribution will be on the 12<sup>th</sup> calendar day of each month. If the 12<sup>th</sup> falls on a weekend or holiday, transit distribution will be held on the Friday before the weekend or holiday. The time of the late transit subsidy benefit distribution will be from 10:00 AM to 12:00 PM in room N5437C.

Employee's who do not pick up their paper fare card transit subsidy benefit by the final day of late distribution will forfeit their transit subsidy benefit for that particular month. Once the monthly transit subsidy benefit distribution is closed, OFMO must compile and prepare monthly cost reports for each DOL agency. This reporting requirement prevents us from issuing paper transit fare cards after the 12<sup>th</sup> calendar day of each month.

Employees need to contact the Transit Benefit Coordinators during late transit subsidy distribution dates and times to resolve SmartBenefit/Smartrip card issues.

### **Lost, Stolen, or Damaged Smartrip Cards**

DOL employees who use a smartrip card to download their monthly benefits must follow the procedures below:

- Obtain a new smartrip card from the Washington Metropolitan Area Transportation Authority.
- Register the new smartrip card in the smartrip database on the WMATA website.
- Bring the new smartrip card to the Transit Subsidy Benefit Coordinator to register and reassign current month transit subsidy benefits to the new card.

**The reassignment of transit subsidy benefits from the old smartrip card to a new smartrip card takes effect immediately upon reassignment. Paper fare cards will not be issued to DOL employees due to lost, stolen or damaged smartrip card.**

### **Transit Subsidy Benefit Coordinator Notification**

The transit benefit subsidy program was established to encourage US government employees to use public transportation to commute from their home to work and back to their home. Employees should alert the Transit Subsidy Benefit Coordinator of any changes to their commute. For example, employees should notify the DOL Transit Subsidy Benefits Coordinator when their address changes, if their mode of public transportation changes, or if they are no longer eligible for monthly transit benefits. Employees should also notify the Transit Subsidy Benefit Coordinator if they no longer use the public transportation, if they have a parking pass or sticker, or if their employment with DOL ends before next month.

### **Transit Subsidy Benefit Information**

A copy of the DOL transit subsidy benefit distribution schedule and other information and forms related to transit benefits can also be found on Labornet, "[DOL Transit Subsidy Benefits](#)" link, click on the "[National Office](#)" link.

[http://labornet.dol.gov/DCS\\_FileSystem/TransitSubsidyBenefits/DOL-Transit-Subsidy-Benefits.htm](http://labornet.dol.gov/DCS_FileSystem/TransitSubsidyBenefits/DOL-Transit-Subsidy-Benefits.htm)

Please contact Dorothy Haney-White, (202) 693-4484 or Tom Thompson, (202) 693-4521 if you have questions about transit subsidy benefits.