

Public Transit Subsidy Program (PTSP)

PTSP funding will remain available for all active participants. An active participant is someone currently using their benefit to commute to and from work (residence/POD) and/or who has recertified in the past 6 months. Inactive participants are automatically withdrawn from the program by the Department of Transportation but may re-enroll at any time.

Employee's teleworking more than normal should only purchase what is needed for their regular commute to/from their residence and post of duty (POD). Employees who are teleworking full-time should not purchase any transit passes and should discontinue any automatic transit purchases.

Any misuse of the transit subsidy benefits will result in an immediate withdrawal from the program and you may be required to repay the misused benefit prior to being allowed to re-enroll in PTSP.

The PTSP TRANServe Card and WMATA SmarTrip benefit funding cycles cannot be changed. The TRANServe Card is funded on the 10th of each month for the following month's benefits (i.e., April benefits are available March 10th through April 9th). The SmarTrip Card is funded on the first of each month for that month's benefits (i.e., April SmarTrip benefits are available April 1st through April 30th). Any unused benefits are returned to the agency at the end of each month's funding cycle as usual.

Deadlines regarding transit passes vary and are set by each individual transit authority. Participants can contact their local transit authority for specific information.

For additional PTSP Guidance, participants can visit the [IRS Source](#) and/or the [TRANServe \(IRS\) website](#).

Returning to POD

Employees who may be returning to the office/POD should check:

- TRANServe credit card limit prior to use by either calling U.S. Bank at 1-888-994-6722 or 711 for the hearing impaired, or their online account through www.access.usbank.com or the U.S. Bank Access Online mobile app available in Apple and Google Play stores.
- SmartBenefits balance by contacting WMATA directly at 202-962-1326, option 3 and request a "benefit refresh."

Recertification

All PTSP participants are required to recertify for their benefits annually to continue in the program.

Adjustments due to change in work schedule - telework and/or weather and safety leave

In regards to current operations, based on the recent IRS Source article [Telework flexibilities remain until further notice](#) and [Commissioner Rettig's IRS Operations Update](#), "the agency will continue operating under its current posture until further notice."

[PTSP IRM 1.32.15.3.6 \(e.\)](#) states that participants are responsible for, "Ensuring adjustments are made to transit subsidy amounts when there are changes to transit vendor/provider, commuting cost, work schedule, contact information, manager, or home/work address." As such, all future recertifications, enrollments, or any other transit application changes should reflect current commuting cost needs. If you are not currently using the PTSP benefit, you can withdraw from the program and re-enroll at a later date.

Availability of PTSP funds when offices reopen, and employees are called back to work

PTSP funding will remain available for all active PTSP users. An active participant is someone currently using their benefit to commute to and from work (residence/POD) and/or who has

recertified in the past 6 months. Any unused benefits are returned to the agency at the end of each month's funding cycle as usual. Inactive participants are automatically withdrawn from the program by the Department of Transportation. As long as employees are commuting between their residence and POD for official business, they can use their PTSP benefits to purchase transit. They should purchase the most cost-effective transit type for their commute (ex, if only reporting to their POD once a week, purchase a daily pass).

Vanpool

Vanpool guidelines remain unchanged and in compliance with [PTSP IRM 1.32.15.6.1](#).

Riders should not have automatic payments setup and can only claim the cost of vanpool for the days they commute to/from residence and POD. Vanpool riders cannot use the transit benefit to "hold" a seat in excess of 10 working days per month. If infrequently using a vanpool, calculate the daily cost based on the number of days you commute.

For example, the vanpool charges \$200/month, the average month has 20 business days, divide \$200 by 20 days for a daily cost of \$10. If you ride the vanpool 1 day a week, for the month (4 weeks) you can use PTSP funds to pay towards 4 days' worth of the cost (4 days x \$10/day = \$40). Out-of-pocket expenses for holding a seat are the participants responsibility.