

**UNITED STATES
PATENT AND TRADEMARK OFFICE**



Mandatory Public Transit Subsidy (PTS) Certification Training

FY2019

UNITED STATES
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Topics

Program Overview

- Background
- TRANServe Roles and Responsibilities
- Transit Subsidy Coordinator Roles and Responsibilities
- Participant Roles and Responsibilities

Understanding the Certification Statement

Program Overview

Transit Benefit Program:

- Protects Nation's Infrastructure
- Reduces air pollution & traffic congestion
- Increases use of mass transit

Studies show traffic congestion:

- Wastes 1.9 billion gallons of gas
- Costs over \$100 billion in wasted fuel & lost time
- Reduced commutes save individuals \$200 monthly

Tax-free subsidy for *actual* costs of transportation

- Up to the maximum set by the IRS statutory limit

Background

Program History

- 1991 - Federal Transit Administration Program Pilot
- 1993 - Clean Air Act
- 2000 – E.O. 13150 Federal Workforce Transportation
- 2005 - SAFETEA-LU
- 5 U.S.C. § 7905 [Title 5, Part III of the U.S. Government Organization and Employees code]

Eligibility

- All USPTO federal employees
- All USPTO interns/externs

Mass Transportation

- Rail
- Bus
- Ferry
- SkyRide
- Trolley
- Qualified vanpools

TRANServe Roles & Responsibilities

- Administers the Transit Benefit Program
- Distributes the transit benefit to qualified agency employees
- Establishes best practices
- Provides education, answers, and support to Program Offices



TRANSERVE
U.S. Department of Transportation

The Federal Government's Largest Transit Benefit Service Provider

RELIABLE • EFFICIENT • CERTIFIED COMPLIANT • SECURE

Capability Statement

Program Overview

The U.S. Department of Transportation has been distributing the transit benefit to federal employees since the early 1990s. TRANServe enables federal agencies to make use of a single established system with effective internal controls over the receipt, maintenance and distribution of the transit benefit to over 200,000 federal employees.

TRANServe is a fee for service program within the Department of Transportation that provides transit benefit program administration and distribution services for federal agencies. We alleviate the administrative burden of running the transit benefit program for our customers by assuming all data entry responsibilities in addition to providing best practices and resource tools. TRANServe has developed a staff with excellent qualifications and expertise on this program.

TRANServe provides unique advantages due to its size and breadth of experience and does this by working together with customers to ensure eligible employees receive their transit benefit and use it appropriately.

Transit Subsidy Coordinator Roles & Responsibilities

- Provides customer care and assistance to program participants
- Provides administrative and financial accountability
- Acts in the best interest of the USPTO and program participants at all times

Participant Roles & Responsibilities

- Understand the USPTO Transit Subsidy Program policy and guidelines
- Participate in only one approved transportation benefit program at a given time
- Apply for benefit annually (make changes or withdraw as needed)
- Certify they understand the USPTO program policy and avoid misuse and/or fraud



How to Use Benefits?

- Use benefits to commute to and/or from work (exclude daily parking fees)
- Benefits are not transferable
- Misuse is prohibited
 - Giving
 - Selling
 - Trading
 - Transferring to other individuals
 - Purchasing the same from another individual

Should the Office decide to investigate any employee's eligibility for participation in the PTS program, the amount of benefits claimed, or failure to timely return unused subsidies where applicable, the employee will continue to receive benefits pending the Office's determination concerning eligibility. The Office may, however reduce or stop benefits once it makes a determination of ineligibility or reduced eligibility. Employees may be required to repay benefits improperly claimed, and may be subject to disciplinary or collection action.

