The Access-A-Ride Plan may be the best option for you if:

- You want to save up to 30% from your monthly transit expenses*.
- You use paratransit services.

*Up to 30% is illustrative of typical savings. Your actual savings depend on the cost of your transit options, your particular tax situation and the monthly IRS limits.

How does the Commuter Benefits Access-A-Ride/Paratransit Program work?
You can participate in this plan if you receive paratransit services from a transit provider in the Tri-State region. An example of such services is the Access-A-Ride program from MTA's New York City Transit.

In this plan, you fund an account with Edenred, CUNY’s Commuter Benefit provider, with your pre-tax and post-tax payroll deductions. You can then select your Access-A-Ride coupons or other paratransit options on the Edenred system using the funds in your account. Edenred will deliver your Access-A-Ride coupons or tickets to your designated mailing address by the 1st day of each calendar month.


What are Paratransit services?
Paratransit services are special public transportation options for senior citizens and persons with disabilities.

Are there any service fees for this program?
Yes, there is a $2.05 monthly administrative fee for account maintenance and transaction costs. The administrative fee is a post-tax payroll deduction.

How is my W-2 affected?
Your taxable wages in Box 1, social security and Medicare wages in Boxes 3 and 5, and state and local wages in Boxes 16 and 18 will be reduced by the deductions from your pay for the Commuter Benefits Access-A-Ride/Paratransit Program.

How much does this plan cost?
You assign your payroll deduction amount for this program based on your needs. After you enroll, the deductions will be taken from your wages every payday and credited to your Commuter Account at Edenred. Use the funds from your Commuter Account to purchase Access-A-Ride coupons or for other paratransit options.
Who is eligible to join the Commuter Benefits Access-A-Ride/Paratransit Program?
Employees who are approved to participate in the MTA New York City Transit (NYCT) Access-A-Ride Paratransit Service or any other regional area Paratransit Service program are eligible. To enroll in CUNY's Commuter Benefits Access-A-Ride/Paratransit Program, you must provide a copy of a valid MTA NYCT Access-A-Ride picture ID or an acceptance letter from the Eligibility Determination Unit of NYCT.

Other regional area Paratransit Program providers will have their own eligibility criteria. You must provide a copy of a valid picture ID and proof of enrollment in the paratransit service.

If I enroll, how will I receive my Access-A-Ride/Paratransit coupons?
Edenred will mail your Access-A-Ride/Paratransit coupons directly to you at the address on file so that they arrive before the first day of the month. For example, your February Access-A-Ride/Paratransit coupons will arrive during the last week of January. Please note you may not use your college’s address.

What if my Access-A-Ride/Paratransit coupons get lost in the mail or I receive the wrong pass in the mail?
Call Edenred at 833-584-8109 for assistance. You must contact Edenred to report the missing order within the first 3 business days of that month. Please note that customer service staff cannot assist with late or lost pass issues until the 1st day of the benefit month.

What happens if my Access-A-Ride/Paratransit coupons are damaged, lost or stolen?
If your coupons are damaged, you should consult with your transit provider to see what options they support. The Access-A-Ride/Paratransit Plan does not provide any reimbursement if you lose your coupons or if they are stolen. They should be safeguarded in the same manner as any other personal item.

What happens if I skip a payroll deduction?
If you skip a deduction, your participation in the Commuter Benefits Access-A-Ride/Paratransit Program is not affected though you’ll need to ensure your account is adequately funded for any coupon purchases. You will continue to be enrolled in the program until your eligibility for New York City Transit paratransit service expires or until you cancel your Commuter Benefits Access-A-Ride/Paratransit Program participation.

What happens when I go on vacation?
You may change or suspend your payroll deductions with your college's Benefits Officer and update your Access-A-Ride/Paratransit order with Edenred accordingly. You must update your order with Edenred before the 10th of each month, which is the ordering deadline for home delivery of coupons.

Do I have to use all my Access-A-Ride/Paratransit coupons in a particular tax year?
Access-A-Ride/Paratransit coupons do not expire. However, you must be an active NYCT Access-A-Ride paratransit service member. A valid Access-A-Ride photo ID, in addition to the Access-A-Ride coupon, will be required for each scheduled ride.

**When my participation in the Commuter Benefits Access-A-Ride/Paratransit Program ends, will I get a refund?**
No. The Internal Revenue Code does not permit any funds remaining in your account to be refunded to you. The payroll deductions taken for this program must be used to purchase a qualified transit pass from your account.

**Will my enrollment carry over if I transfer to another state or city Agency?**
No, your enrollment will not carry over if you transfer to another state or city agency. You will have a 90-days spend down period to use remaining account balances. Unused pre-tax balances remaining in your account, after the 90-days spend down period, will be forfeited.

**Will my enrollment carry over if I transfer to another CUNY college?**
It depends.
If you are transferring from a senior college to another senior college, your Edenred account will remain intact. However, you may need to complete a new enrollment form to restart deductions. Contact the Benefits Officer at your new college for more information, or ask about transferring your Edenred account during onboarding.

If you are transferring from a senior college to a community college you will be required to re-enroll for a new account. You will have a 90-days spend down period to use remaining account balances. Unused pre-tax balances remaining in your account, after the 90-days spend down period, will be forfeited. Contact the Benefits Officer at your new college for more information, or ask about enrolling in Edenred during onboarding.

**What happens if I leave CUNY employment?**
If you are leaving CUNY employment, you have 90 days after your separation date to spend the remaining funds in your account.

**How do I enroll in the Commuter Benefits Access-A-Ride/Paratransit Program?**
Submit a completed Commuter Benefits Access-A-Ride Plan Enrollment form, along with a copy of a valid NYC Transit paratransit picture ID or an acceptance letter from the MTA New York City Transit Eligibility Determination Unit to your agency’s Transit Benefit Coordinator.

For Regional Paratransit providers, you will have to provide a copy of your valid picture ID or an acceptance letter from the Regional Paratransit providers. You may also obtain an Enrollment form from your college’s Benefit Officer.

After you have had your first payroll deduction, visit Edenred’s website or call the Edenred Customer Service at 833-584-8109 Monday through Friday, 8am-8pm to elect your Access-A-
Ride/Paratransit coupons. You can make your order after your first payroll deduction has been taken, but you must make your order before the 10th of each month, which is the ordering deadline for home delivery of coupons.