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Office of the  
Assistant Secretary  
for Administration

Office of  
Human Resources  
Management

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**TO:** All U.S. Department of Agriculture (USDA) Employees

**FROM:** Donald K. Bice  
Deputy Assistant Secretary  
for Administration

**SUBJECT:** Transit Subsidy Benefits Annual Recertification Guidance

Transit Subsidy Benefits (TSB) Program's Departmental Regulation [4080-811-04](#) requires all participating employees to recertify annually. Recertification for transit subsidy benefits is the process by which a qualified Federal employee confirms their eligibility to continue to receive the transit benefit and provides a set time annually to update their benefits (amounts and vendors), if needed but not previously completed to ensure proper fiscal stewardship. The Fiscal Year (FY) 2019 Annual Transit Benefits Recertification period begins on **July 8, 2018**, and ends on **September 8, 2018**.

All transit benefit recipients are required to self-certify annually, and must submit a completed and approved application during the recertification period. The benefit is tied to the calendar month and will not be issued retroactively. Participants will be automatically removed from the program if the annual recertification is not completed or if fund usage is inactive for three months.

#### **Calculation of Benefits:**

It is the employee's responsibility to research the projected cost of transit fares. For Transit benefits information and the electronic application (eApp) web link, go to the USDA TSB webpage (<https://www.dm.usda.gov/employ/policy/transit.htm>) and submit your current information. Your supervisor and Transit Benefit Coordinator (TBC) must approve your application for your benefits to be processed. Participants will have out-of-pocket expenses for the commuting expenses above the IRS maximum benefit, or in excess of the most recently processed application amount.

#### **Instructions to Recertify:**

Follow the attached instructions to recertify for transit subsidy benefits.

For questions regarding the transit subsidy benefits, please contact your respective agency/office's TBC. The TBC Contact Roster is continually updated on the [USDA TSB page](#). For further assistance, contact the departmental contact at [Jonathan.A.Dumas@dm.usda.gov](mailto:Jonathan.A.Dumas@dm.usda.gov).

cc: Mary Pletcher, Chief Human Capital Officer, OHRM  
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