



Departmental Management

Office of the Assistant Secretary for Administration

1400 Independence Avenue, SW Washington, DC 20250-9600

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

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FROM: Dr. Gregory L. Parham
Assistant Secretary
for Administration

SUBJECT: Guidance on Fiscal Year (FY) 2017 Transit Subsidy Benefits' Annual Recertification

Transit Benefits Program's policy requires all participating employees to recertify annually. Recertification for transit subsidy benefits is the process by which a qualified Federal employee confirms his or her eligibility to continue to receive the transit benefit. The FY 2017 Annual Transit Benefits Recertification period begins on **June 10, 2016**, and ends on **August 10, 2016**.

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 annual recertification is not completed or inactive for three months.

Calculation of Benefits

It is the employee's responsibility to research the projected cost of transit fares. If your cost for transit to and from work has increased/decreased, please go to <http://www.dm.usda.gov/employ/worklife/transit/index.htm> and submit your updated 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 maximum benefit.

Instructions to Recertify

Follow the instructions below to recertify for transit subsidy benefits.

Step-by-step Transit Benefits Integrity Awareness Training instructions:	
1.	Go to: http://transerve.dot.gov .
2.	Click on Participants.
3.	Click on U.S. Department of Agriculture (USDA).
4.	Select "USDA – Transit Benefit Integrity Awareness Training" – Power Point Version and follow the instructions to complete.

Step-by-Step registration instructions:	
1.	Go to: http://transerve.dot.gov .
2.	Click on Participants.
3.	Click on USDA.
4.	Select – “ <i>Transit Benefit Program Application System</i> ”.
5.	Click Register.
6.	Fill out the three asterisks fields that come up (Username - GOVT Email Address, First Name, and Last Name. USDA will automatically populate in the Agency field.
7.	Click Register. (If the system shows that you are already registered go back to the Log In Screen. Enter your USDA e-mail address next to Username and click Forgot Password.
8.	Check your Email for your password (if it’s not in your inbox, it may have gone to your Junk Mail Box).
9.	Use the Email to reset your password.
10.	Log back into the system with your Username and reset password.
11.	Click on Transit Benefit Application.
12.	Click on Certify/Enroll.
13.	Complete the application and refer to the Transit Benefit Program Applicant Guide if needed.

For questions regarding the transit subsidy benefits, please contact your respective agency/office’s Transit Benefit Coordinator (s) at [Transit Benefit Coordinator\(s\)](#). For further assistance, contact the USDA’s Transit Program’s Contracting Officer Representative at bonnie.hayes@dm.usda.gov; or the Transit Benefit Program Manager at tina.hoellerer@dm.usda.gov.

References

- **TranServe Frequently Asked Questions** <http://transerve.dot.gov/faq.html>
- **USDA Commuter Transit Subsidy Benefits**
<http://www.ocio.usda.gov/document/departmental-regulation-4080-811-04>
- **USDA Departmental Regulation (DR 4080-811-4)**
USDA Commuter Transit Subsidy Benefits Program
http://www.ocio.usda.gov/sites/default/files/docs/2012/DR4080-811-04_0.pdf

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