



Office of the
Assistant Secretary
for Administration

Office of
Human Resources
Management

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

FROM: Malcom A. Shorter
Acting Assistant Secretary
for Administration

MAY - 4 2017

SUBJECT: Transit Subsidy Benefit 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 transit benefits 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) 2018 Annual Transit Benefits Recertification period begins on **May 22, 2017**, and ends on **July 21, 2017**.

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, please go to the USDA TSB webpage www.dm.usda.gov/employ/worklife/transit 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 on the [USDA TSB page](#). For further assistance, contact Tina Hoellerer at tina.hoellerer@dm.usda.gov or Bonnie Fauber at bonnie.fauber@dm.usda.gov.

Please note that transit subsidy recertification must be undertaken in accordance with an agency's applicable collective bargaining agreement (CBA). Bargaining unit employees should refer to their respective labor agreements for information and guidance on transit subsidies."

cc: Roberta Jeanquart, Chief Human Capital Officer, OHRM
Marsha Wiggins, Deputy Director, OHRM
Richard Jiron, Chief Procurement Operations, OPPM
John Pirchio, OCFO

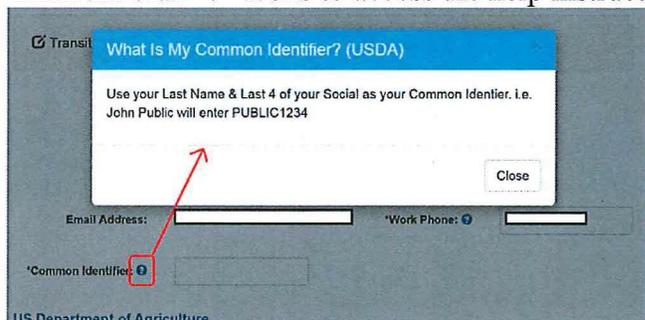
FY-18 Transit Benefit Recertification Instructions

1. Go to USDA's Transit Subsidy Benefit (TSB) webpage:
<https://www.dm.usda.gov/employ/worklife/transit/index.htm>
2. Take the annual Integrity Training using the link on the left-side menu titled "**Annual Transit Benefit Integrity Awareness Training**." You must attest to completing this step when you submit your application.

NOTE: If needed, you can take the **User Guides** and/or the other trainings on the left-side menu (**Approver Training** or **Applicant Training**, as appropriate).
3. Use the green "**Transit eApp**" button on the bottom of the [USDA TSB webpage](#) to access the electronic application (eApp) system.
4. Log into the system.

NOTE: You can contact your Transit Benefit Coordinator (TBC) if you have issues with either logging into the system or resetting your password. The TBC contact roster is continually updated on the [USDA TSB webpage](#), for your convenience.

5. Select "**Transit Benefit Application**"
6. Select "**Certify/Enroll**" type of application action.
7. Review the Warning and then select the "**I Agree**" button to proceed.
8. Select Reason for Certification from the drop-down box titled "**Annual Certification/Recertification**."
9. Select the check-box to attest that you have completed the Integrity training from step 2.
10. Select Employment Type "**Civilian**"
11. Select your work status, (usually) "**Full Time**."
12. Use the buttons to turn on the "**Transportation Methods**" that you use, which might be different from those shown by default. Deselect those you do not use.
13. Complete all rows as appropriate for transport by method to work and from work.
14. Click the blue "?" icons to access the help instructions for a field, if needed. For example:



15. Complete the rest of the form as appropriate.

NOTE: A list of “*Admin Codes*” is on the [USDA TSB webpage](#).

16. Ensure your Admin Code, Supervisor, TBC, and POC are correct. Reach out to you TBC if you have clarification questions on how to get your supervisor loaded in the list of selectable supervisor options.
17. Remember to have the Split Disbursements detailed in the “*Transit Benefit Transportation Methods*” section, but also to list how you would like your disbursement broken out between fare methods in the “*Comment for Agency Approvers*” section.

Example:

“Confirmed SmarTrip account in wmata.com. Request the \$255.00 disbursement split \$75.00 to my Debit Card and \$180.00 to my SmarTrip card.”

18. Click the “*Continue*” button, even if the cursor icon displays as a picture other than a cursor. If it will not let you move forward, check your application for red-font error notes for your correction before you can continue.
19. Select the “*YES*” button if you use the SmarTrip card or “*NO*” if you do not.
20. Then you are done submitting your application. It will go to the listed Supervisor for approval, and then to the TBC for approval. You will receive automatic emails from the system when it changes status.