

**U.S. DEPARTMENT OF AGRICULTURE
FARM PRODUCTION AND CONSERVATION MISSION AREA
BUSINESS CENTER
WASHINGTON, DC 20250**

FSA/RMA Notice PM-3011

FPAC NOTICE	NUMBER: FPAC-N 4080-002
SUBJECT: Transit Subsidy Program	DATE: November 6, 2018
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer	EXPIRATION DATE: December 31, 2018

1. PURPOSE

The Notice provides guidance to transition Farm Service Agency (FSA), Risk Management Agency (RMA), and Farm Production and Conservation (FPAC) Business Center employees enrolled in the Transit Subsidy Benefit Program from paper applications to electronic applications (eAPP). The eAPP is sponsored by the Department of Transportation (DOT).

2. MESSAGE

- a. **All employees currently participating in the Transit Benefit Subsidy Program must complete an electronic application. The deadline to complete the electronic application is November 16, 2018. The instructions for completing the electronic application are attached.**
- b. If you do not complete the electronic application, you will be withdrawn from the Transit Subsidy Benefit Program.
- c. Additionally, participants using modes of transportation that do not accept SmarTrip cards, such as MARC, vanpools and commuter buses, will receive a TRANSServe Debit Card. TRANSServe debit cards are funded on the 10th of each month for the following month.

Example: Transit Benefits for January are funded on December 10.

- d. Participants who do not complete the electronic application by the due date will not receive benefits for January 2019. Applicants using a mode of transportation accepting SmarTrip cards must include the registered SmarTrip card number when completing the electronic application. The instructions include more information on this process.
- e. In support of the GreenGov Challenge in 2009, the USDA transitioned to the **eApp system**. While some agencies implemented participation of the eAPP, others continued the use of paper applications. With the October 2018, transition to FPAC, to remain consistent, all employees participating in the Transit Subsidy Benefit Program are required to convert from paper applications to the eAPP.

- f. Please follow the instructions above to complete this process.
- g. Although all supervisors (approvers) should be listed in the electronic application system, it is possible a supervisor may not be listed. If your supervisor is not listed, immediately notify the transit benefit coordinator (TBC). You will not be able to complete the electronic application if your supervisor is not listed.
- h. Once your supervisor approves your electronic application, you will receive an email advising you it has been approved and pending TBC approval. Upon TBC approval, you will receive an email confirming your enrollment.

3. CONTACT

If you have any questions or concerns or require assistance, please do not hesitate to contact Jackie Hodnett at jackie.hodnett@usda.gov or at (202) 720-6607 or Theresa Hood at theresa.hood@usda.gov or at (202) 690-2219.

Attachment A – Transit Benefit Instruction Sheet

-END-

EAPP ENROLLMENT INSTRUCTIONS

First go unto the website below to take the transit training as well as the transit integrity training:

<https://www.transportation.gov/transerve/training-instructions-guides>

Once you have completed the training, you can apply for your transit benefit. To access the Electronic Application (eAPP) system visit the following website:

<https://transitapp.ost.dot.gov/>. From the site, select “Participants,” then “USDA,” then “Transit Benefit Program Application System.” You will then be directed to the electronic application to register.

Note: There will be a “?” at each entry for explanation of what is required for that specific entry.

FIRST TIME REGISTRANTS

- From the TRANServe “Login” screen, select “Register,” which is next to “Not Registered Yet?” You will then be directed to the “ACCOUNT INFORMATION” screen
- Enter the requested information. **NOTE: The USERNAME will be your USDA email address (i.e. jane.doe@wdc.usda.gov)**
- The “Agency/Mode” (USDA) will auto populate in the dropdown box
- Once registered, an email containing a temporary password will be sent to your USDA email address directing you to the “LOG IN” page
- Enter your username (USDA email address) and temporary password. You will be prompted to change your password upon log-in. Once logged in, you will be directed to the “Certification” page
- After reading the “Certification,” select “I Agree.” You will then be directed to the “Transit Benefit Application Worksheet”

Completing the “Transit Benefit Application Worksheet” Section

- In the “Reason for Certification” dropdown box, select “New Transit Benefit Participant”
- Check the “I have completed the required Transit Benefit Integrity training for my Agency” Box (***Only if you have read and understand the training presentation***)
- Check the appropriate box for “Select your transportation methods”

- Select “Civilian” from the “Employment Type” dropdown box
- Select “Fulltime” from the “Work Status” dropdown box

NOTE: The number of days to be claimed per month are determined as follows:

8-hour work day – maximum number of days = 21
9-hour work day – maximum number of days = 19
10-hour work day – maximum number of days = 17

All TELEWORK days **MUST** be deducted from the maximum number of days per month unless you are a Van Pool commuter or purchase monthly commuter passes.

Completing the “Transit Benefit Program Application” Section

- “Last 4” – Enter the last four numbers of your social security number. Your name and email address will be auto populated from your registration
- “Work Phone” – The telephone number that will remain in your eAPP
- “Common Identifier” will be YOUR LAST name and the LAST FOUR OF YOUR SOCIAL SECURITY NUMBER

Completing the “US Department of Agriculture” Section

- Select “USDA” from the “Select Your Agency/Mode” dropdown box
- Select “DC” from the “Region” dropdown box or your correct work region
- For former FSA and RMA employees that have moved to FPAC, select FPAC from the “Agency/Office” dropdown box
- Select “FA” for FSA from the “Agency/Office” dropdown box
- Select “RM8” for RMA from the “Agency/Office” dropdown box
- Leave “Accounting Code” dropdown box blank
- Leave the “Not Applicable to USDA” dropdown boxes blank
- The “I certify that my usual monthly Transit commuting costs are” will auto populate from the “Transit Benefit Application Worksheet”

Completing the “Work Information” Section

- Enter your work address such as, “1400 Independence Avenue, SW, Room#” for the “Work Address”
- Enter your Work City

- Enter “DC” or whatever your “Work State”
- Enter your “Work Zip Code”

Completing the “Residence Information” Section

- Enter the required information for your home address (Address, City, State, Zip)
- For “First Approver” using the blue “Select” feature – search for your supervisor’s name (*Note: All names are searchable in alphabetical order by first name*). The supervisor’s telephone number will also be requested.
- For “Point of Contact” using the blue “Select” feature – search for Jackie Hodnett or Theresa Hood
- For “TBC Certifier” using the blue “Select” feature – search for Jackie Hodnett or Theresa Hood
- If using a SmarTrip Card, enter the number from your SmarTrip card in the “SmarTrip Card Number” entry if you are using the DC Metro system.
- **NOTE: Please be sure that your Smartrip card is registered at www.wmata.com.**
- Review all information for accuracy and select “Continue” – Your eAPP is now complete and will move through the approval process

NOTE: If you are a commuter using a mode of transportation that **DOES NOT** accept SmarTrip cards, you will need to apply to a TRANServe Debit Card. **Therefore, where it requests a SmarTrip card number enter “NA.”** Your mode of transportation prompts DOT to order a TRANServe Debit Card, which will be ordered upon eAPP completion and approval and will be sent to your Transit Benefit Coordinator (TBC). Your TBC will notify you once the card arrives.

SPLITTING BENEFITS

Using the “Comments for Agency Approvers” section, you can indicate whether you are splitting benefits between a SmarTrip and TRANServe Debit Card. (i.e. \$120.00 to TRANServe Debit Card - \$30.00 to SmarTrip Card)

NOTES:

- You will receive email notifications from both the TRANServe System (*the email will come from PTB Public Website Administrator*) and your TBC as your eAPP moves through the approval process.
- If for any reason your eAPP is disapproved, you will receive an email notification from both the TRANServe System and your TBC.

- Questions regarding these instructions may be directed to your TBC, Jackie Hodnett, at the following email address: jackie.hodnett@wdc.usda.gov.