

For: FFAS National Office Employees

Increase in Commuter Transit Subsidy Benefit (CTSB) and Recertification

Approved by: Deputy Administrator, Management



1 Overview

A Background

Provisions in the recently enacted American Taxpayer Relief Act of 2012 which passed on January 3, 2013, have increased the amount of CTSB to a maximum of \$240 per month. Eligible employees must complete several actions to ensure that they receive the increased benefit as soon as possible.

B Purpose

This notice:

- informs FSA, RMA, and FAS National Office employees about the increase in CTSB amount
- informs FSA, RMA, and FAS National Office employees to recertify to ensure correct amount will be issued
- provides **required** actions that must be completed by participants in the program and deadlines for completing these actions.

Important: If required actions are not completed by the established deadlines individual transit subsidy benefits may be interrupted.

Disposal Date	Distribution
April 1, 2013	All FSA, RMA, and FAS National Office employees

Notice AS-2247

1 Overview (Continued)

C Contacts

If there are questions about this notice or the CTSB Program, contact either of the following MSD employees:

- Alita Jordan by either of the following:
 - e-mail at alita.jordan@wdc.usda.gov
 - telephone at 202-401-5517
- Barbara Harris by either of the following:
 - e-mail at barbara.harris@wdc.usda.gov
 - telephone at 202-720-3135.

2 Action

A Re-Certification for Program

All CTSB participants are required to re-certify their eligibility for the program to maintain or update benefits. Participants shall complete and sign AD-1147 and submit to Alita Jordan or Barbara Harris, MSD, in Room 5724 South Building by **COB January 11, 2013**. AD-1147 can be accessed from the FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

Notes: Employees are encouraged to hand carry AD-1147 to ensure that it is received timely. AD-1147 may also be scanned and e-mailed.

Patriot Plaza III employees may submit AD-1147 to Phyllis Manigault, MSD, on the 10th floor of the building.

B Purchasing a SmarTrip Card

All participants in the CTSB Program must have a registered SmarTrip card to receive their transit benefit. Participants who do not have a SmarTrip card may purchase a card for \$5 from any of the following:

- WMATA website at <http://www.wmata.com/fares/purchase/store/>
- Metro sales offices, retail outlets, and commuter stores (<http://www.wmata.com/fares/purchase/where.cfm>)
- any Metro station where parking is available (<http://www.wmata.com/rail/stations.cfm>).

2 Action (Continued)

C Registering SmarTrip Card

All participants in the program shall register their SmarTrip Card with WMATA to allocate their benefits to their commuter service operator's designated account using the Internet. The enrolled registered card number will link the participant to his/her transit benefit.

Participants shall provide the number of the registered card to Alita Jordan or Barbara Harris according to subparagraph 1 C.

D Establishing a SmartBenefits Passenger Allocation Account

Transit benefit participants shall establish a SmartBenefits passenger allocation account according to the following.

Step	Action
1	Possess a SmarTrip card that is registered with your name and address on the WMATA website.
2	<p>Be enrolled in your employer's SmartBenefits program before the 15th day of the month before the month you wish to allocate your SmartBenefits.</p> <p>Notes: Participants must be enrolled by January 15, 2013, to receive February benefits.</p> <p>Participants enrolled in the program currently run by DOT do not need to re-enroll to be converted to WMATA.</p>
3	Before January 15, 2013 , log onto the Van Pool and Transit Services web site at http://www.wmata.com/business/employer_fare_program/vanpool_transit.cfm .
4	<p>Choose 1 of the following sections on the page based on commuting method:</p> <ul style="list-style-type: none"> • MTA Commuter Bus Passenger • Van Pool Passenger • MARC and VRE Passenger. <p>CLICK "Step 2" to set-up an account.</p>
5	CLICK " Set-up My New Account " beneath " I'm a New SmartBenefits User ".
6	Enter your SmarTrip card number and CLICK " Continue ".
7	<p>Create a user ID and password. After completing all required information, CLICK the "Submit This Form" button.</p> <p>Note: Information with and "*" must match the information on your SmarTrip card registration to proceed to the next step.</p> <p>The Welcome to the SmartBenefits Passenger Allocation System page will be displayed, CLICK the "Continue to SmartBenefits Passenger Allocation System" button.</p>
8	CLICK " Bill Payment ", " Make Payment ", then choose the employer/administrator name from the drop-down menu and CLICK " Add Payment ".

2 Action (Continued)

D Establishing a SmartBenefits Passenger Allocation Account (Continued)

Step	Action
9	<p>Based on commuting method, select 1 of the following from the van pool drop-down menu and CLICK "Continue":</p> <ul style="list-style-type: none"> • MTA Commuter Buses (go to step 10) • transit provider if van pool and transit services passengers (go to step 11) • CommuterDirect.com or Arlington Commuter Stores if MARC or VRE passenger (go to step 12).
10	<p>MTA commuter bus passengers shall do the following:</p> <ul style="list-style-type: none"> • CLICK "Continue" again • enter dollar amount into the payment amount line that will be used monthly to purchase MTA ticket only and enter up to 100 into the percentage line. <p>Note: Multiply the total benefit by $. \underline{\hspace{1cm}} = \underline{\hspace{1cm}}\%$.</p> <ul style="list-style-type: none"> • CLICK "Continue". <p>Note: Any remaining benefits not allocated to the transit provider will be available to claim with your registered SmarTrip card at a passes/farecard machine on the 1st of the month.</p> <p>Your allocation will be generated automatically on the 20th day of the month.</p> <p>Go to step 13.</p>
11	<p>Van pool and transit services passengers shall do the following:</p> <ul style="list-style-type: none"> • choose transit service provider number from the drop-down menu and CLICK "Continue" • enter dollar amount in the payment amount line and enter percentage on the percentage line <p>Note: If directing funds to a single transit service provider, then the percentage amount must be 100 percent.</p> <ul style="list-style-type: none"> • CLICK "Continue". <p>Your allocation will be generated automatically on the 1st day of the month.</p> <p>Go to step 13.</p>

2 Action (Continued)

D Establishing a SmartBenefits Passenger Allocation Account (Continued)

Step	Action
12	<p>MARC and VRE passengers, CommuterDirect.com and Arlington Commuter Stores customers shall do the following:</p> <ul style="list-style-type: none"> • select service provider number from the drop-down menu and CLICK "Continue" • enter dollar amount into the payment amount line and enter percentage on the percentage line <p>Note: If directing funds to a single transit service provider, then the percentage amount must be 100 percent.</p> <ul style="list-style-type: none"> • CLICK "Continue". <p>Your allocation will be generated automatically on the 16th day of the month.</p>
13	<p>CLICK "Save", "Finish", and "Logoff".</p>

Note: If a participant changes commuting method, then the current allocation must be deleted and a new allocation setup for the new transit provider. Participants may **only** modify the current allocation to change the amount allocated.

2 Action (Continued)

E Making Changes to an Existing Allocation

Participants may review, modify, or delete an allocation according to the following.

Step	Action
1	Log onto the Van Pool and Transit Services website at http://www.wmata.com/business/employer_fare_program/vanpool_transit.cfm .
2	Choose 1 of the following sections on the page based on commuting method: <ul style="list-style-type: none"> • MTA Commuter Bus Passenger • Van Pool Passenger • MARC and VRE Passenger. CLICK " Step 2 " to access the logon page for your existing account.
3	CLICK " I Already have an Account ", enter your SmarTrip card number, user ID, and password, and then CLICK " Login ".
4	CLICK " Bill Payment ", and then " Make Payment " to review, modify (steps 5-7), or delete (steps 8-10) an allocation.
5	To modify your allocation, CLICK " Modify ".
6	Make changes in payment or percentage amounts and CLICK " Update ".
7	When transaction is confirmed, CLICK " Close " and review your modification.
8	To delete your allocation, CLICK " Delete ". A message will be displayed confirming the transaction.
9	To create a new allocation to another transit provider, CLICK " Bill Payment ", and then " Make Payment ".
10	After modifying or deleting, CLICK " Logoff ".

See Exhibit 1 for a quick reference guide for participant actions.

Smart Benefits Quick Reference Guide

The following table is a reference guide for participant action to continue transit benefits.

Type of Benefit	Action	Result
SmarTrip Benefit Riders	Must have a SmarTrip Card registered in your name on the WMATA website.	The enrolled registered card number links you to your transit benefit.
MTA Commuter Buses: <i>Dillion, Eyre, Keller, Metro Goldline and Atlantic Coast Charters</i>	MTA commuter bus riders must purchase and register a SmarTrip Card on the WMATA website. Before the 20 th of the month before the month benefits will be received (January 20 for February benefit), riders will establish a SmartBenefits account to allocate their monthly benefit for automatic delivery to MTA. Riders will have to purchase tickets from the online MTA Pass Store by the 25 th of the month for mail delivery.	Allocation to MTA will only need to be setup once. Riders will have to purchase tickets each month on the MTA website and they will be mailed directly to the rider after purchase.
Van Pool and Transit Services Passengers	Passengers must have a SmarTrip Card registered in your name on the WMATA website and establish a SmartBenefits account by the 16 th of month to allocate their van pool fare payments directly into their van operator's designated bank account via the Internet.	Your allocation will be generated automatically on the first of every month. This process does not need to be repeated unless changes are required.
MARC and VRE Passengers, Commuter Direct and Arlington Commuter Stores	Passengers must have a SmarTrip Card registered in your name on the WMATA website and establish a SmartBenefits account by the 16 th of month. VRE and MARC riders can allocate their monthly benefit to CommuterDirect.com to have their tickets mailed to their homes or they can go to an Arlington County Commuter store to pick up their tickets monthly.	Your allocation will be generated automatically on the first of every month. This process does not need to be repeated unless changes are required. Additional action is necessary each month to receive tickets from MARC or VRE.