

For: All FSA and RMA Headquarters Employees (except FSA State and County Office employees)

Transit Subsidy Recertification for FY 2019

Approved by: Deputy Administrator, Management



1 Annual Transit Subsidy Recertification

A Background

The Transit Subsidy Benefits Program provides qualifying employees with a financial incentive to encourage use of mass transit and other options for commuting to and from work in an effort to reduce traffic congestion and dangerous pollutants in metropolitan areas.

DR 4080-811-04, USDA Commuter Transit Subsidy Benefits Program, requires all participating employees to recertify annually to continue to receive transit benefits. The FY 2019 annual transit benefits recertification period for **the National Capital Region** begins August 13, 2018, and ends September 17, 2018.

B Purpose

The notice provides guidance for participating employees to complete recertification to receive transit benefits for FY 2019.

C Completing and Submitting AD-1147 for FSA and RMA Headquarters (Washington, DC Area Employees)

All transit subsidy benefit recipients are required to recertify annually and must submit a completed and approved AD-1147 with a copy of the back of their registered SmarTrip card or the serial number from the back of the SmarTrip card.

Note: Student interns **only** need to recertify if they are employed past September 30, 2018.

Submit recertification applications to MSD using either of the following methods:

- e-mail to AskMSD@wdc.usda.gov
- South Building and Patriot Plaza III customers should hand-carry to the MSD Customer Service Center located in the South Building, Room 5739.

Disposal Date	Distribution
January 1, 2019	All RMA and FSA employees (except FSA County Office employees)

Notice AS-2323

1 Annual Transit Subsidy Recertification (Continued)

C Completing and Submitting AD-1147 for FSA and RMA Headquarters (Washington, DC Area Employees) (Continued)

Applicants can access a fillable Word version of AD-1147 from the FSA Intranet at <https://inside.fsa.usda.gov>. Click on “Employee Forms” then “Find Current Forms Using Our Form Number Search”. In the “Form Number” field, ENTER “1147” and CLICK “Submit”.

Participants will be automatically removed from the program if annual recertification is not completed or inactive for 3 continuous months.

D Contact and References

For questions about the Transit Subsidy Benefits Program, contact the transit benefits coordinator by e-mail to AskMSD@wdc.usda.gov.

Employees can access DR 4080-811-04, USDA Commuter Transit Subsidy Benefits Program, at http://www.ocio.usda.gov/sites/default/files/docs/2012/DR4080-811-04_0.pdf.