

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

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- b. If you do not complete the electronic application, you will be withdrawn from the Transit Subsidy Benefit Program.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 TRANServe Debit Card. TRANServe 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](mailto:theresa.hood@usda.gov) or at (202) 690-2219.

Attachment A – Transit Benefit Instruction Sheet

-END-