

**ADMINISTRATIVE GUIDELINES
FOR
COMMUTER BENEFITS PROGRAM**

EFFECTIVE APRIL 16, 2003

1 POINTS OF CONTACT

a **Policy Issues and Department of Transportation (DOT) Contract**

Office of Human Resources Management (OHRM) -
Marge Adams (Primary) – (202) 720-3286 – marjoriea.adams@usda.gov
Constance Smith (Secondary) – (202) 720-8386 – constance.smith2@usda.gov

b **Scheduler for Metropolitan Washington Area Faremedia Distribution**

Office of Operations (OO) – Cedric Drake – (202) 720-1148 –
cedric.drake@usda.gov.

c **Carpool/Parking Coordinator – Metropolitan Washington Area**

Jan Crowder (OO) – (202) 720-6270 – jan.crowder@usda.gov

d **DOT Account Manager for Transit Subsidy**

Stacey Clark – (202) 366-7257; stacy.clark@ost.dot.gov

e **DOT Account Manager for SmarBenefit Program**

Pam Frey – (202) 366-6902 – pam.frey@ost.dot.gov

2 RESOURCES

a Information on the Commuter Benefits Programs can be located on the USDA Work/Life Website at <http://www.usda.gov/da/employ/ffwg.htm>.

b Forms may be obtained by contacting designated mission area/agency/staff office Commuter Benefits Coordinator (CBC).

3 FAREMEDIA DISTRIBUTION – METROPOLITAN WASHINGTON AREA

a CBC should contact OO, Cedric Drake, on any issues regarding the scheduling of distribution dates and locations.

- b OO is responsible for scheduling and coordinating ALL Metropolitan Washington area faremedia distribution with DOT.
- c CBC is responsible for distributing the quarterly and make-up schedule to their eligible employees.

4 FAREMEDIA DISTRIBUTION – FIELD LOCATIONS

- a DOT Account Manager is responsible for the distribution of faremedia to mission area/agency designated field CBC. The distribution is done via Federal Express to the designated field CBC.
- b CBC is responsible for receipt and immediate review of the faremedia to determine accuracy. If any discrepancies are found, the CBC will immediately contact the DOT Account Manager and report the discrepancies.
- c DOT Account Manager will respond to the designated CBC within 24 hours of the notification of discrepancy and correct the discrepancy.
- d Currently there are no DOT on-site faremedia distribution at the field locations.
- e CBC at field locations have on-site faremedia distribution for their employees.

5 APPLICATION PROCESS FOR TRANSIT SUBSIDY

- a Eligible employee must complete an initial USDA Public Transportation Benefit Program Application, AD-1147, and submit it to the designated mission area/agency/staff office CBC. CBC will submit new and additional application(s) for changes or cancellation;
- b CBC will review the application for accuracy, sign the AD-1147, and send to DOT Account Manager for processing.

6 APPLICATION PROCESS FOR SMARTRIP

- a Eligible employee must purchase a SmarTrip Card from Metro. USDA does not purchase the SmarTrip Card for employee.
- b Eligible employee must complete an initial AD-1147, and a USDA SmartBenefits Program Application and submit it to the designated mission area/agency/staff office CBC.
- c CBC will review the application for accuracy, sign the application, and send to the DOT SmarTrip Account Manager for processing.

- d Eligible employee must notify CBC when a SmarTrip Card is replaced by another one. Then, CBC will notify DOT SmarTrip Account Manager via e-mail of the change in number.

7 APPLICATION PROCESS FOR CASH REIMBURSEMENT FOR TRANSIT SUBSIDY

- a Eligible employee must complete an initial AD-1147 and an AD-1170 - USDA Cash Reimbursement Certification Application and submit it to the designated field mission area/agency/staff office CBC by the 10th of the month following the established quarter.
- b Field CBC will review the application for accuracy, sign the application, and submit either to the Headquarters CBC or directly to the DOT Account Manager, **depending upon mission area/agency/staff office policy**, by the 15th of the month following the established quarter. All certifications sent after the deadline will not be reimbursed for that quarter unless it falls within an authorized exception. Exceptions are authorized for emergency situations (i.e. unforeseen medical situation, detail and/or temporary assignment, etc.). These should be exceptions and not the norm.
- c DOT Account Manager will send checks to the designated mission area/agency/staff office CBC.
- d Designated CBC will deliver the checks to the appropriate employee.

8 APPLICATION PROCESS FOR PRE-TAX PARKING

- a Eligible employee must complete an initial pre-tax parking application approved by the mission area/agency/staff office CBC. Thereafter, an employee is required to submit additional application(s) for change(s) or cancellation.
- b CBC reviews the application for accuracy and signs it.
- c CBC submits to the appropriate mission area/agency/staff office operating personnel office for entry into the NFC personnel/payroll system.

9 COLLECTION OF UNUSED OR USED FAREMEDIA

- a Faremedia, whether unused or used, is collected when an employee:
 - (1) Retires;
 - (2) Resigns;

- (3) Reassignment/Promotion/Transfer from one USDA mission area/agency/staff office to another internal mission area; and,
 - (4) Reassignment/Promotion/Transfer to another Federal agency.
- b If faremedia is being returned, the CBC will collect the faremedia from the employee a minimum of three days before their departure from the organization and complete a DOT Media Return Form and mark a “y” under the column that ask if the employee is being withdrawn. Include the faremedia with the form and send it to the DOT Account Manager within 3 days upon receipt of the faremedia.
 - c If faremedia is not being returned, then an AD-1147 must be completed and signed by the employee to cancel from the program a minimum of three days before their departure from the organization. Form must be submitted to the designated mission area/agency/staff office CBC, along with any unused or used faremedia. CBC reviews the AD-1147 for accuracy, signs, and submits it to the DOT Account Manager within 3 days upon receipt of the AD-1147 for processing.
 - d Alternative ways to collect the unused/used faremedia from an employee:
 - (1) Return unused/used faremedia;
 - (2) Write a check to the “Department of Agriculture” for the remaining amount of unused/used faremedia. This will be necessary if the person has put their faremedia on a SmarTrip Card; or
 - (3) Withhold from the last salary payment.

10 RETURN OF FAREMEDIA TO DOT

- a CBC completes a DOT Media Return Form and returns to DOT Account Manager, along with unused faremedia. DOT does not accept used faremedia. An AD-1147 is not required if “Y” is checked on the DOT Media Return Form.
- b Current monthly passes must be received by the 5th of the respective month or the agency cannot be credited.

11 RETURN OF USED FAREMEDIA

Used faremedia may be used by offices for official government business (i.e. metro).

12 TERMINATION OF SMART BENEFITS

- a Employee's Smart Benefits must be cancelled when 9a 1-4 above occurs.
- b Currently, CBC should send an e-mail to the DOT SmartBenefits Manager informing them that an employee is no longer authorized to participate in the USDA Smart Benefits Program. This may change in the future with a form similar to the AD-1147 with "check action" and "type".

13 RECEIPT AND REVIEW OF MONTHLY TRANSIT SUBSIDY REPORTS

- a DOT reports for USDA Transit Subsidy activity are sent to OHRM, Work/Life Policy primary contact on the 25th of each month. The reports are for the preceding month. The OHRM Work/Life Policy primary contact has the reports placed on the DA secure website by the DA webmaster. This may take a few days.
- b CBC is responsible for reviewing his/her agency's monthly DOT Reports on the USDA secure website at <http://www.usda.gov/da/TRANS2002HR>, no later than 5 days after the report is posted on the secure website, for accuracy. Password can be obtained by calling the OHRM Work/Life Policy Primary, Secondary contact, or one of the other designated mission areas/agencies/staff offices CBC.
****NOTE:** If the CBC has a problem accessing the website he/she should first contact their Information Management Support Staff to determine if there is a problem with their browser or computer. If these work correctly, then contact Doretha Leftwood (DA webmaster) at (202) 720-6369 for assistance in accessing the website.
- c CBC informs the OHRM Work/Life Policy primary person of any changes or corrections that need to be made (i.e. names should be deleted, names should be added, amounts wrong, etc.) to the reports via e-mail. Wrong amount changes or credits must be submitted to OHRM Work/Life Policy primary contact **no later than 7 days after the reports are posted on the secure website. Any changes received after this timeframe will not be credited.**

14 RECEIPT AND REVIEW OF SPECIAL QUARTERLY TRANSIT SUBSIDY REPORT FOR OFFICE OF OPERATIONS (OO) PARKING COORDINATOR

- a DOT Special quarterly transit subsidy report for USDA Transit Subsidy participants is sent to the OHRM Work/Life Policy primary contact on the 25th of each quarter.
- b The OHRM Work/Life Policy primary contact forwards this report to the OO – Parking coordinator.

- c The OO parking coordinator reviews the reports and checks to ensure transit subsidy participants are not identified as being a member of a carpool and/or receiving a parking space. If a participant is found as receiving both, the OO parking coordinator will contact the appropriate mission area/agency/staff office CBC to contact the employee and take appropriate action.

- d Mission area/agency/staff office CBC should contact the OO parking coordinator if he/she has a reported allegation and/or complaint that an employee is receiving both. The OO parking coordinator will be able to confirm or not confirm if the employee is a member of a carpool or receiving a parking space.