



**Retirement and Insurance Service
Benefits Administration Letter**

Number: 02-303

Date: February 6, 2002

Subject: Federal Long Term Care Insurance Program Payroll Survey

As you know, OPM has selected a contractor for the Federal Long Term Care Insurance Program (FLTCIP). We have contracted with Long Term Care (LTC) Partners, a partnership of Metropolitan Life Insurance Company and John Hancock Life Insurance Company, to provide coverage under FLTCIP.

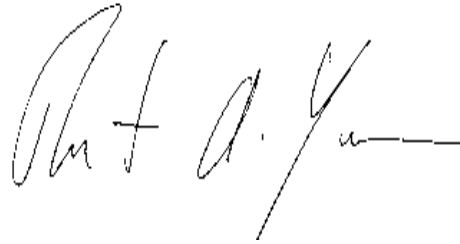
Since FLTCIP premiums can be paid through payroll deductions, we asked agency payroll officials to help us determine a conceptual framework for processing payroll and pension deductions. We formed a "Payroll Advisory Committee," comprised of agency payroll and retirement system officials, and have conducted several brainstorming sessions with it. As a result, we have agreed with the committee that each agency payroll office (APO) /retirement system has unique systems and procedures. LTC Partners has developed the attached survey to help it understand the systems and general processes being used by APOs and retirement systems.

This survey should be completed ONLY by DIRECT payroll providers. In other words, if an agency's payroll functions are cross-serviced, ONLY the cross-servicer should complete the survey. For example, if the National Finance Center (NFC) provides payroll services for an agency, the NFC, not the agency, will complete the survey. Please fax (202-606-7944) or email (finance@opm.gov) one completed survey per payroll provider to us by February 15, 2002.

If you have any *general* questions about this letter, we would prefer that you email us at finance@opm.gov, so that we may have a record of them. You may also phone us on (202) 606-0606. Specific questions about completing the survey should be directed to either Kathy Brennan or Linda Hazelton of LTC Partners, as follows:

<i>Civil Service Retirement System</i>	<i>Federal Employees' Group Life Insurance Program</i>	<i>Federal Employees Health Benefits Program</i>	<i>Federal Employees Retirement System</i>	<i>Long Term Care Insurance Program</i>
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Attachment