



Benefits Administration Letter

Number: 18-402

Date: October, 2018

Subject: 2018 Federal Benefits Open Season: Ordering and Distributing Materials and Conducting the Open Season

This Benefits Administration Letter (BAL) is the second in our series of 2018 Federal Benefits Open Season BALs. This BAL (18-402) provides instructions for ordering and distributing Open Season materials including program-specific materials for the Federal Flexible Spending Account Program (FSAFEDS), Federal Employees Dental and Vision Insurance Program (FEDVIP), and Federal Employees Health Benefits (FEHB) Program. This BAL also provides instructions on conducting the Federal Benefits Open Season.

Based on feedback that we have received from Agency Benefit Officers, we have merged the former BAL 402 and BAL 403 into this single BAL 18-402. You can find previously issued Open Season BALs at www.opm.gov/retirement-services/publications-forms/benefits-administration-letters.

This year's Federal Benefits Open Season will run from Monday, November 12 through Monday, December 10, 2018.

As a reminder, the Federal Employees' Group Life Insurance (FEGLI) Program and the Federal Long Term Care Insurance Program (FLTCIP) **do not** participate in the annual Federal Benefits Open Season.

The following attachments provide information regarding your responsibilities for the upcoming Federal Benefits Open Season and assistance for your employees:

- **Attachment 1:** Inform Employees and Provide Information about the Federal Benefits Open Season
- **Attachment 2:** Easy to Use Chart for Ordering and Distributing Materials for FSAFEDS, FEDVIP, and FEHB
- **Attachment 3:** Advise Employees on the Federal Benefits Programs
- **Attachment 4:** Process Enrollment Actions
- **Attachment 5:** 2018 FastFacts Open Season is Coming
- **Attachment 6:** 2018 FastFacts What to Consider

OPEN SEASON MATERIALS

The following Open Season resource materials are available to Benefits Officers on our website at <https://www.opm.gov/healthcare-insurance/Guide-Me/Benefits-Officers/Health/What-resources-are-available-to-me/#url=Health>.

You may also distribute the link to the materials to your employees on our website at <https://www.opm.gov/healthcare-insurance/healthcare/reference-materials/#url=Open-Season>.

- Open Season Flyer, Poster, and Banner
- FSAFEDS Program Flyer – explains how to enroll in FSAFEDS
- Federal Benefits FastFacts: The 2018 Federal Benefits Open Season is Coming! - provides a snapshot of basic information on Open Season
- Federal Benefits FastFacts: What to Consider During the Federal Benefits Open Season - provides a step-by-step process of what to consider during Open Season
- Federal Benefits Flyers - one-page summary of the Federal Benefits Programs (FSAFEDS, FEDVIP dental, FEDVIP vision, FEHB Program, FEGLI Program, and FLTCIP)
- Save Money On... Flyers - these flyers show how FSAFEDS, FEDVIP, and FEHB work together to save employees money

FEHB BROCHURES

Please be aware that the deadline has now passed to order FEHB Fee-for-Service (FFS) health plan brochures. If you did not order a supply of FFS health plan brochures, you can access these brochures at www.opm.gov/FEHBbrochures.

You can request HMO plan brochures directly from the health plan contacts as described below. Please also assist us in “going green” by encouraging your employees to access all FEHB brochures on-line.

PLAN CONTACTS

Plan contact information for items listed below are available on our website at www.opm.gov/plancontacts.

- FEDVIP Plan Contacts for Requesting Brochures and Organizing Open Season Fairs
- FEHB Plan Contacts for Requesting HMO Brochures
- FEHB Plan Contacts Regarding Enrollment
- FEHB Plan Contacts for Ordering Materials for the Visually Impaired
- FEHB Plan Contacts for Organizing Open Season Fairs

Employees find Open Season fairs a valuable resource for getting Open Season information. If your agency has a small number of employees, consider partnering with

other agencies in your area or with a Federal Executive Board to host an Open Season fair. The plans in the Programs usually receive more requests to attend Open Season fairs than they can accommodate, so be creative. Remember to extend the opportunity to participate in Open Season fairs to any new plans available for the 2019 plan year.

If you are not already receiving the Benefits Info Listserv, please subscribe by sending an email to BENEFITSINFO@LISTSERV.OPM.GOV. In the body of the email, please indicate that you would like to be added to the listserv and include your first and last name.

If you have specific questions about the Federal Benefits Open Season, please contact your agency's benefits officer. If you do not know who this person is, please go to <http://apps.opm.gov/abo> where you will find a list of agencies and their headquarters level benefits officers.

We look forward to working with you in the upcoming 2018 Federal Benefits Open Season for enrollment for the 2019 plan year. As always, we encourage you and your employees to visit our website at www.opm.gov/insure.

Sincerely,

Alan P. Spielman
Director
Healthcare and Insurance