
FEHB Program Carrier Letter

All Carriers

U.S. Office of Personnel Management
Office of Insurance Programs

Letter No. 1999- 056

Date: October 28, 1999

Fee-for-service [50] Experience-rated HMO [47] Community-rated [46]

SUBJECT: New FEHB Election Forms

We have revised Standard Form (SF) 2809, Employee Health Benefits Election Form, and created SF 2809-1, Annuitant/OWCP Health Benefits Election Form. Federal agencies and retirement systems (other than the Civil Service Retirement System or Federal Employees Retirement System) will begin to use these forms during the 1999 open season.

We have enclosed Benefits Administration Letters 99-215 and 99-216, which provide additional information about the new forms. If you have any questions, contact Barbara Myers of my staff at (202) 606-0004 or bdmyers@opm.gov.

Sincerely,

(signed)
Frank D. Titus
Assistant Director
for Insurance Programs

Enclosures

United States
Office of
Personnel Management
The Federal Government's Human Resources Agency

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*

Retirement and Insurance Service

Benefits Administration Letter

Number: 99-215

Date: October 14, 1999

Subject: Federal Employees Health Benefits (FEHB) Program: Revision of SF 2809 (Health Benefits Election Form)

Date of Revision The revised form is dated July 1999.

Purpose of that Revision We revised the form to conform to the 1997 changes to FEHB regulations that simplified and clarified the opportunities to enroll and change enrollment.

The revised SF 2809, Employee Health Benefits Election Form, will be used by employees, former employees and former dependents eligible to enroll under the Temporary Continuation of Coverage or Spouse Equity provisions of FEHB law.

We also created a new form, Annuitant/OWCP Health Benefits Election Form (SF 2809-1) for use by annuitants of other retirement systems for Federal employees and compensationers. We have provided additional information on this form in Benefits Administration Letter 99-216.

Previous Editions Previous editions of SF 2809 are not usable.

When Available The revised SF 2809 will be available at the beginning of October from the General Services Administration's Federal Supply Service using the normal FEDSTRIP/MILSTRIP procedures as specified by your agency's procurement or acquisition office. (FEDSTRIP/MILSTRIP is the ordering procedure used by agencies to procure items from the GSA Federal Supply Depot.)

The revised SF 2809 will soon be available on the OPM FEHB website at www.opm.gov/insure.

Stock Number and Cost The National Stock Number for SF 2809 is 7540-01-231-6227. The cost is \$15.62 per hundred.

Transition Help As you know, the old SF 2809 used numbers to designate the events that permitted enrollment or change of enrollment. The revised form uses a code consisting of a number and a letter so that the events could be grouped by category of enrollee as they are in the regulations. The number signifies the category of enrollee, and the letter signifies the event. The enrollee categories are:

- 1 - Employee
- 2 - Annuitant (not shown on SF 2809)
- 3 - Former Spouse
- 4 - Temporary Continuation of Coverage

We believe these new event codes will make it easier for enrollees to find the event applicable to their specific situation. To ease the transition for agencies, we have attached two versions of a chart that translates the old event number from the 1992 SF 2809 into the new event code.

The first chart lists the events from the August 1992 SF 2809 and shows both the old and new event codes. The second chart provides a further breakdown of the new codes by category of enrollee. For example, an open season change that was previously event #1 would now be 1B for employees, 2A for annuitants, 3B for former spouses, and 4B for TCC enrollees.

The 1997 regulations created several new events for which there is no old event number; therefore these new events are not shown on the attached charts. For example, an employee's initial opportunity to enroll is event 1A.

In addition, the 1997 regulations combined several of the old events, so that old event numbers 5, 6, 7, 11, 12, 15, 16, 17 and 20 are now event F or G under the new enrollee categories. Charts #1 and #2 give complete information on old and new codes and associated events.

If you need assistance in understanding the new SF 2809, please call our Information Staff on (202) 606-0191. You may also send Email about the new SF 2809 to Barbara Myers at bdmyers@opm.gov.

(signed)
Abby L. Block, Chief
Insurance Policy
and Information Division

Attachments

Chart #1

<i>Event</i>	<i>Old Code</i>	<i>New Code</i>
Open season	1	1B, 2A, 3B, 4B
Marital status change	2	1C, 2B, 4C
Other family status change	3	1C, 2B, 3C, 4C, 4D
Move from HMO area	4	1J, 2I, 3I, 4H
Membership in employee organization terminates	5	1G, 2G, 3G, 4F
Employee, annuitant, or former spouse loses other FEHB coverage for reasons other than cancellation or change to self only; Employee loses other federally sponsored coverage	6	1G, 2F, 3F
Employee, annuitant or former spouse loses other FEHB coverage due to change to self only	7	1G, 2F, 3F
Employee transfers to or from overseas post of duty	8	1F
Employee returns to active civilian duty; Annuitant separates from military service	9	1D, 2K
Plan stops participating in FEHB program	10	1H, 2H, 3H, 4G
Spouse's self only enrollment terminates	11	1G, 2F
Employee loses coverage under parent's non-Federal plan	12	1G
Employee retires from overseas post of duty	13	2J
Enrollee becomes eligible for Medicare	14	1K, 2L, 3J, 4I
Enrollee's child loses other FEHB coverage	15	1G, 2G, 3F, 4F
Employee or family member loses Medicaid coverage	16	1G, 3G, 4F
Employee, annuitant or former spouse loses other FEHB coverage due to cancellation	17	1G, 2F, 3F

Chart #1

Employee changes from full-time to part-time career employment	18	1D
Employee or spouses loses coverage under spouse's non-Federal health plan when spouse terminates employment to accompany employee who is reassigned out of commuting area	19	1I
Loss of coverage under non-Federal health plan	20	1G, 2G, 3G, 4F
Former spouse enrolls under Spouse Equity Act	21	3A
Temporary employee completes one year of service in accordance with 5 U.S.C. 8906a	22	1L
Temporary employee, eligible under 5 U.S.C. 8906a, changes to nontemporary appointment	23	1D
Employee is separated from service and eligible for TCC	24	4A
Enrollee's child ceases to be an unmarried dependent child	25	4A

Chart #2

<i>Event</i>	<i>Old Code</i>	<i>New Code</i>			
		Employee	Annuitant	Former Spouse	TCC
Open season	1	1B	2A	3B	4B
Marital status change	2	1C	2B		4C
Other family status change	3	1C	2B	3C	4C, 4D
Move from HMO area	4	1J	2I	3I	4H
Membership in employee organization terminates	5	1G	2G	3G	4F
Employee, annuitant, or former spouse loses other FEHB coverage for reasons other than cancellation or change to self only; Employee loses other federally sponsored coverage	6	1G	2F	3F	
Employee, annuitant or former spouse loses other FEHB coverage due to change to self only	7	1G	2F	3F	
Employee transfers to or from overseas post of duty	8	1F			
Employee returns to active civilian duty; Annuitant separates from military service	9	1D	2K		
Plan stops participating in FEHB program	10	1H	2H	3H	4G
Spouse's self only enrollment terminates	11	1G	2F		

Chart #2

		Employee	Annuitant	Former Spouse	TCC
Employee loses coverage under parent's non-Federal plan	12	1G			
Employee retires from overseas post of duty	13		2J		
Enrollee becomes eligible for Medicare	14	1K	2L	3J	4I
Enrollee's child loses other FEHB coverage	15	1G	2G	3F	4F
Employee or family member loses Medicaid coverage	16	1G		3G	4F
Employee, annuitant or former spouse loses other FEHB coverage due to cancellation	17	1G	2F	3F	
Employee changes from full-time to part-time career employment	18	1D			
Employee or spouses loses coverage under spouse's non-Federal health plan when spouse terminates employment to accompany employee who is reassigned out of commuting area	19	1I			
Loss of coverage under non-Federal health plan	20	1G	2G	3G	4F
Former spouse enrolls under Spouse Equity Act	21			3A	
		Employee	Annuitant	Former Spouse	TCC
Temporary employee completes one year of service in accordance with 5 U.S.C. 8906a	22	1L			
Temporary employee, eligible under 5 U.S.C. 8906a, changes to nontemporary appointment	23	1D			
Employee is separated from service and eligible for TCC	24				4A
Enrollee's child ceases to be an unmarried dependent child	25				4A

Chart #2

United States

Office of

Personnel Management

The Federal Government's Human Resources Agency

Retirement and Insurance Service

Benefits Administration Letter

Number: 99-216

Date: October 14, 1999

Subject: Federal Employees Health Benefits (FEHB) Program: Annuitant/OWCP Health Benefits Election Form (SF 2809-1)

Date of Form The new form is dated July 1999.

Purpose of Form We created a new Annuitant/OWCP Health Benefits Election Form, SF 2809-1 for use by annuitants of retirement systems other than the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS), including individuals receiving monthly compensation from the Office of Workers' Compensation Programs. The new form will also be used by former dependents of these annuitants who are eligible for coverage under the Temporary Continuation of Coverage or Spouse Equity provisions of FEHB law.

The new form conforms to the 1997 changes to FEHB regulations that simplified and clarified the opportunities to enroll and change enrollment. It contains information specifically for annuitants and their former dependents.

We also revised the SF 2809, Health Benefits Election Form, for use by employees, former employees and former dependents eligible to enroll under the Temporary Continuation of Coverage or Spouse Equity provisions of FEHB law. We have provided information on SF 2809 in Benefits Administration Letter 99-215.

Previous Editions There are no previous editions of SF 2809-1.

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*

Chart #2

When Available The new SF 2809-1 is available from the General Services Administration's Federal Supply Service using the normal FEDSTRIP/MILSTRIP procedures as specified by your agency's procurement or acquisition office. (FEDSTRIP/MILSTRIP is the ordering procedure used by agencies to procure items from the GSA Federal Supply Depot.)

The new SF 2809-1 will soon be available on the OPM FEHB website at www.opm.gov/insure.

Stock Number and Cost The National Stock Number for SF 2809-1 is 7540-01-466-9084. The cost is \$4.75 per package of 25.

Transition Help As you know, the old SF 2809 used numbers to designate the events that permitted enrollment or change of enrollment. The revised SF 2809 and the new SF 2809-1 use a code consisting of a number and a letter so that the events could be grouped by category of enrollee as they are in the regulations. The number signifies the category of enrollee, and the letter signifies the event. The enrollee categories are:

- 1 - Employee (not shown on SF 2809-1)
- 2 - Annuitant
- 3 - Former Spouse
- 4 - Temporary Continuation of Coverage

We believe these new event codes will make it easier for enrollees to find the event applicable to their specific situation. To ease the transition for OWCP and other retirement systems, we have attached two versions of a chart that translates the old event number from the 1992 SF 2809 into the new event code.

The first chart lists the events from the old form and shows both the old and new event codes. The second chart provides a further breakdown of the new codes by category of enrollee. For example, an open season change that was previously event #1 would now be 1B for employees, 2A for annuitants, 3B for former spouses, and 4B for TCC enrollees.

The 1997 regulations created several new events for which there is no old event number; therefore these new events are not shown on the charts. For example, a surviving child whose survivor annuity terminated because of marriage and later was restored may reenroll under event 2E.

Chart #2

In addition, the 1997 regulations combined several of the old events, so that old event numbers 2 and 3 are now event B, C, or D under the new enrollee categories. Charts #1 and #2 give complete information on old and new codes and associated events.

If you need assistance in understanding the new SF 2809-1, please call our Information Staff on (202) 606-0191. You may also send Email about the new SF 2809-1 to Barbara Myers at bdmyers@opm.gov.

(signed)
Abby L. Block, Chief
Insurance Policy
and Information Division

Attachments

Chart #1

<i>Event</i>	<i>Old Code</i>	<i>New Code</i>
Open season	1	1B, 2A, 3B, 4B
Marital status change	2	1C, 2B, 4C
Other family status change	3	1C, 2B, 3C, 4C, 4D
Move from HMO area	4	1J, 2I, 3I, 4H
Membership in employee organization terminates	5	1G, 2G, 3G, 4F
Employee, annuitant, or former spouse loses other FEHB coverage for reasons other than cancellation or change to self only; Employee loses other federally sponsored coverage	6	1G, 2F, 3F
Employee, annuitant or former spouse loses other FEHB coverage due to change to self only	7	1G, 2F, 3F
Employee transfers to or from overseas post of duty	8	1F
Employee returns to active civilian duty; Annuitant separates from military service	9	1D, 2K
Plan stops participating in FEHB program	10	1H, 2H, 3H, 4G
Spouse's self only enrollment terminates	11	1G, 2F
Employee loses coverage under parent's non-Federal plan	12	1G
Employee retires from overseas post of duty	13	2J
Enrollee becomes eligible for Medicare	14	1K, 2L, 3J, 4I
Enrollee's child loses other FEHB coverage	15	1G, 2G, 3F, 4F
Employee or family member loses Medicaid coverage	16	1G, 3G, 4F
Employee, annuitant or former spouse loses other FEHB coverage due to cancellation	17	1G, 2F, 3F

Chart #1

Employee changes from full-time to part-time career employment	18	1D
Employee or spouses loses coverage under spouse's non-Federal health plan when spouse terminates employment to accompany employee who is reassigned out of commuting area	19	1I
Loss of coverage under non-Federal health plan	20	1G, 2G, 3G, 4F
Former spouse enrolls under Spouse Equity Act	21	3A
Temporary employee completes one year of service in accordance with 5 U.S.C. 8906a	22	1L
Temporary employee, eligible under 5 U.S.C. 8906a, changes to nontemporary appointment	23	1D
Employee is separated from service and eligible for TCC	24	4A
Enrollee's child ceases to be an unmarried dependent child	25	4A

Chart #2

<i>Event</i>	<i>Old Code</i>	<i>New Code</i>			
		Employee	Annuitant	Former Spouse	TCC
Open season	1	1B	2A	3B	4B
Marital status change	2	1C	2B		4C
Other family status change	3	1C	2B	3C	4C, 4D
Move from HMO area	4	1J	2I	3I	4H
Membership in employee organization terminates	5	1G	2G	3G	4F
Employee, annuitant, or former spouse loses other FEHB coverage for reasons other than cancellation or change to self only; Employee loses other federally sponsored coverage	6	1G	2F	3F	
Employee, annuitant or former spouse loses other FEHB coverage due to change to self only	7	1G	2F	3F	
Employee transfers to or from overseas post of duty	8	1F			
Employee returns to active civilian duty; Annuitant separates from military service	9	1D	2K		
Plan stops participating in FEHB program	10	1H	2H	3H	4G
Spouse's self only enrollment terminates	11	1G	2F		

Chart #2

		Employee	Annuitant	Former Spouse	TCC
Employee loses coverage under parent's non-Federal plan	12	1G			
Employee retires from overseas post of duty	13		2J		
Enrollee becomes eligible for Medicare	14	1K	2L	3J	4I
Enrollee's child loses other FEHB coverage	15	1G	2G	3F	4F
Employee or family member loses Medicaid coverage	16	1G		3G	4F
Employee, annuitant or former spouse loses other FEHB coverage due to cancellation	17	1G	2F	3F	
Employee changes from full-time to part-time career employment	18	1D			
Employee or spouses loses coverage under spouse's non-Federal health plan when spouse terminates employment to accompany employee who is reassigned out of commuting area	19	1I			
Loss of coverage under non-Federal health plan	20	1G	2G	3G	4F
Former spouse enrolls under Spouse Equity Act	21			3A	
		Employee	Annuitant	Former Spouse	TCC
Temporary employee completes one year of service in accordance with 5 U.S.C. 8906a	22	1L			
Temporary employee, eligible under 5 U.S.C. 8906a, changes to nontemporary appointment	23	1D			
Employee is separated from service and eligible for TCC	24				4A
Enrollee's child ceases to be an unmarried dependent child	25				4A