

**Attachment 2: Easy to Use Chart for Ordering and Distributing FEHB Materials**

FEHB	
<b>Tribal Employer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Order Open Season materials;</li> <li>• Distribute materials to tribal employees, including temporary continuation of coverage (TCC) enrollees; and</li> <li>• Provide access to materials to ensure tribal employees make informed decisions.</li> </ul> <p>You must ensure Open Season materials reach your tribal employees.  <b>TIP: Order enough materials to use all year to support new tribal employees, health benefits fairs, and ongoing tribal employee needs.</b></p>
<b>FEHB Materials</b>	<p><b><u>The 2013 FEHB Guide for Tribal Employees</u></b> - Provides summary information on the FEHB Program and lists the participating plans. Summary information includes plans available in each state, rates, benefits, and quality indicators. You can find electronic versions of the Guide at <a href="http://www.opm.gov/insure/health/tribes/reference">www.opm.gov/insure/health/tribes/reference</a> in early November.</p> <p><b>TIP: If you are unable to provide FEHB brochures for the geographical area in which a tribal employee resides, please provide them with plan telephone number(s) listed in the 2013 FEHB Guide for Tribal Employees. The tribal employee can then contact the plan directly for a brochure.</b></p> <hr/> <p><b><u>Tribal FastFacts - What to Consider During the FEHB Open Season for Tribal Employees</u></b> - Provides a snapshot of basic information on the upcoming FEHB Open Season for tribal employees. You received this Tribal FastFacts in TBAL 12- 701. It will be included again in TBAL 12-703. We will also post it at <a href="http://www.opm.gov/insure/health/tribes/Fastfacts">www.opm.gov/insure/health/tribes/Fastfacts</a>. Please distribute this to your tribal employees.</p> <hr/> <p><b><u>Webcast - 2012 Open Season for Tribal Employees</u></b> - You can view educational webcasts on FEHB in early November at <a href="http://www.opm.gov/insure/health/tribes/training/">www.opm.gov/insure/health/tribes/training/</a>.</p> <hr/> <p><b><u>FEHB Plan Brochures</u></b> - Describes the plan's benefits, exclusions, and limitations. Brochures follow standard format for easy comparison. You can access these at <a href="http://www.opm.gov/insure/health/tribes/planinfo">www.opm.gov/insure/health/tribes/planinfo</a>. If you need hard copies, see page 2 for ordering instructions.</p> <hr/> <p><b><u>Standard Form (SF) 2809 (Health Benefits Election Form)</u></b> - The online edition of the SF 2809 dated August 2011 must be downloaded from <a href="http://www.opm.gov/forms/pdf_fill/sf2809.pdf">www.opm.gov/forms/pdf_fill/sf2809.pdf</a> and printed for completion by the tribal employee.</p> <p><b>TIP: Screen-fillable SF 2809 can be accessed at <a href="http://www.opm.gov/forms/pdf_fill/sf2809.pdf">www.opm.gov/forms/pdf_fill/sf2809.pdf</a>.</b></p> <hr/> <p><b><u>Summary of Benefits and Coverage</u></b> - FEHB plans make available a Summary of Benefits and Coverage (SBC) about each of their health coverage options to help enrollees make an informed choice. The FEHB plan's SBC summarizes important information to help enrollees compare benefits and coverage across the plan's various options.</p> <p>Enrollees can find an FEHB plan's SBC at <a href="http://www.opm.gov/insure/health/tribes/planinfo">www.opm.gov/insure/health/tribes/planinfo</a> or by visiting the FEHB plan's website. Enrollees can request a hard copy by calling the plan.</p>

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<b>Online Brochures</b>	<p>Brochures will be available on our website at <a href="http://www.opm.gov/insure/health/tribes/planinfo">www.opm.gov/insure/health/tribes/planinfo</a> in early November. Support our Going Green initiative and encourage tribal employees to use our website as their primary resource by visiting <a href="http://www.opm.gov/insure/health/tribes/planinfo">www.opm.gov/insure/health/tribes/planinfo</a>.</p>
<b>Ordering Hardcopy Brochures and Other Materials</b>	<p>Request fee-for-service (FFS) plan, health maintenance organization (HMO) plan, consumer driven health plan (CDHP), and high deductible health plan (HDHP) brochures directly from health plan contacts listed in Attachment 3 and Attachment 4.</p> <p><b>TIP: Remember to order brochures for your TCC enrollees and new employees.</b></p> <p><b>TIP: You can help control Program costs and support our Going Green initiative by ordering only the number of brochures you reasonably expect to distribute.</b></p>
<b>Materials for the Visually Impaired</b>	<p>You must let the visually impaired know information for FEHB is available and accessible on the Internet at <a href="http://www.opm.gov/insure/health/tribes/planinfo">www.opm.gov/insure/health/tribes/planinfo</a>.</p> <p>Please see Attachment 5 for contact information to order fee-for-service (FFS) plan materials for the visually impaired.</p>
<b>Distributing Brochures</b>	<p>Keep a supply of brochures on hand for reference and distribution to tribal employees who enroll or change plans. Only OPM authorized brochures should be distributed to tribal employees.</p> <p><b>TIP: Inform your tribal employees that they can access FEHB health plan brochures at <a href="http://www.opm.gov/insure/health/tribes/planinfo">www.opm.gov/insure/health/tribes/planinfo</a> for their review.</b></p> <p><b>TIP: For Temporary Continuation of Coverage (TCC) enrollees:</b></p> <ul style="list-style-type: none"> <li>• Provide same access to brochures as tribal employees at <a href="http://www.opm.gov/insure/health/tribes/planinfo">www.opm.gov/insure/health/tribes/planinfo</a>, and</li> <li>• Inform how to obtain brochures and FEHB enrollment forms (SF 2809) if interested in changing plans</li> </ul>