



## ***Benefits Administration Letter***

**Number:** 20-402

**Date:** October 8, 2020

**Subject: 2020 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 2020 Federal Benefits Open Season BALs. This BAL (20-402) 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. **This year's Federal Benefits Open Season will run from Monday, November 9 through Monday, December 14, 2020.**

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:** Process Enrollment Actions

### **OPEN SEASON MATERIALS**

The following Open Season resource materials will be available to Benefits Officers on our website at [www.opm.gov/healthcare-insurance/healthcare/reference-materials/#url=Open-Season](http://www.opm.gov/healthcare-insurance/healthcare/reference-materials/#url=Open-Season). You may also distribute the link to the materials to your employees.

- Open Season Flyer, Poster, and Banner
- FSAFEDS Program Flyer – explains how to enroll in FSAFEDS
- Federal Benefits FastFacts: The 2020 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
- Save Money On... Flyers - these flyers show how FSAFEDS, FEDVIP, and FEHB work together to save employees money

- Inform Employees and Provide Information about the Federal Benefits Open Season
- Process Enrollment Actions

In addition, information on types of plans available in the FEHB Program is on our website at [www.opm.gov/healthcare-insurance/healthcare/plan-information/plan-types/](http://www.opm.gov/healthcare-insurance/healthcare/plan-information/plan-types/).

## **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](http://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 online.

You may obtain FEDVIP brochures from the FEDVIP plans directly. You can also download the brochures and find FEDVIP plan contact information by going to [www.opm.gov/fedvip](http://www.opm.gov/fedvip) and selecting “Plan Information” on the left of the page. Plan information including plan contacts for 2021 will be available in early October.

You may obtain FSAFEDS marketing materials at [www.FSAFEDS.com](http://www.FSAFEDS.com).

## **PLAN CONTACTS**

Plan contact information for items listed below are available on our website at [www.opm.gov/plancontacts](http://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

## **PUBLIC USE FILES**

The purpose of the OPM FEHB and FEDVIP Plan and Benefits Information (PBI) Public Use Files (PUFs) is to provide information to the public on FEHB and FEDVIP plans, including information on rates and benefits.

Visit our website at [www.opm.gov/healthcare-insurance/healthcare/transparency-in-healthcare/public-use-files/](http://www.opm.gov/healthcare-insurance/healthcare/transparency-in-healthcare/public-use-files/). The public use files will be updated for 2021 benefit year information in late October.

## **PREMIUMS**

The premiums will be posted on our website at [www.opm.gov/healthcare-insurance/healthcare/plan-information/premiums/](http://www.opm.gov/healthcare-insurance/healthcare/plan-information/premiums/) in early October.

For 2021 there are several FEHB choices where the enrollee share of premiums for the Self Plus One enrollment type will be higher than for the Self and Family enrollment type. Enrollees who wish to cover one eligible family member are free to elect either the Self and Family or Self Plus One enrollment type. Enrollees should carefully check the rates of their current plan and any other plan options they are considering. If the Self and Family enrollee premium is less expensive, they may want to choose that enrollment type.

## **ADDITIONAL INFORMATION**

If you are not already receiving the Benefits Info Listserv, please subscribe by sending an email to [BENEFITSINFO@LISTSERV.OPM.GOV](mailto: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 2020 Federal Benefits Open Season for enrollment for the 2021 plan year. As always, we encourage you and your employees to visit our website at [www.opm.gov/insure](http://www.opm.gov/insure).

Sincerely,

Laurie Bodenheimer  
Acting Director  
Healthcare and Insurance