TABLE 1. SUMMARY OF FEHB PROGRAM ENROLLMENT

FREQUENCY: Annual

Cut-Off Date: March 31   **Due Date**:   April 15

Purpose: Summarizes the number of enrollees and dependents by type of enrollment for a specific enrollment code and gives certain disenrollment data.

Employees -- means **<u>active</u>** employees covered in the FEHB Program. For the purposes of this table, all enrollees in payroll offices not listed below are employees. ***Please do not combine employee and annuitant numbers.***

Annuitants – means **<u>retired</u>** employees and other annuitants covered by the FEHB Program. For the purposes of this table, all enrollees in the following payroll offices are annuitants:

10 01 5697	24 02 9901	24 57 9901	60 00 9301	99 00 4860
16 00 9919	24 03 9901	24 77 7777	60 47 0001	99 00 4861
19 00 0001	24 04 9901	24 90 0002	69 02 5356	99 00 4862
20 74 9901	24 17 9901	24 90 0003	70 06 0002	99 00 4863
23 90 0001	24 21 9901	28 00 3334	99 00 4859	99 99 0001

The above list of Annuitant payroll offices has been updated to reflect what is contained in the FEHB CLER Program. If you have an annuitant reported under a payroll office number that is not on this list, please include that data in your Table 1 Report under the Annuitant Section

Plan Code – Your Plan Code is the first two characters of your FEHB enrollment code. For example, if your enrollment codes are NM1 and NM2, your plan code is NM.

Contracts – report the number of enrollees (employees and annuitant contract holders) in your plan at the end of the reporting period (March 31 of the current year).

Persons Covered – report the number of members (enrollees plus **<u>all</u>** of the covered dependents) in your plan at the end of the reporting period. This column is not dependents only. Remember to count self only contracts in this column as well.

   If you cannot provide an exact figure for dependents, estimate. Check the box and tell us how you arrived at your estimate.

Disenrollments – report the total number of contracts that transferred out of your plan into another plan, or dropped health benefits entirely during Open Season. Please do not give us the net results of Open Season. Put the total number of enrollees that left your plan during Open Season in this column.

Plan Option Sections – Regarding the Table 1 Fillable Form, if you have only one Plan Option enter it into the first section under "Employees" and "Annuitants". Carriers should Select from the drop-down list the option as it appears on your Plan Brochure (High, Standard, Basic, Value, CDHP, HDHP), or type in the Option if it is not included in the drop-down list.

   If you do not have an Option with an enrollment code ending in 1, 3, or 2, enter your Plan Option name and data into the second Option Section with enrollment codes ending in 4, 6, and 5.