Attachment 1: Easy to Use Chart for Ordering and Distributing Federal Employees Health Benefits (FEHB) Program Materials

	FEHB Program
Tribal Employer Responsibilities	• Order Initial Enrollment Opportunity (IEO) materials • Distribute materials to eligible tribal employees • Provide access to materials to ensure eligible tribal employees make informed decisions. You must ensure IEO materials reach your tribal employees. **TIP: Order enough materials to use all year to support new employees, benefit fairs, and ongoing employee needs.**
FEHB Program Materials	*The 2015 FEHB Guide for Tribal Employees* - 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 *2015 FEHB Guide for Tribal Employees* at www.opm.gov/healthcare-insurance/tribal-employers/plan-information/guides. **TIP: If you are unable to provide FEHB brochures for the geographical area in which a tribal employee resides, please provide the tribal employee with plan telephone number(s) listed in the *2015 FEHB Guide for Tribal Employees.* The tribal employee can then contact the plan directly for a brochure.** *FEHB Program Tribal FastFacts: The Federal Employees Health Benefits (FEHB) Program for Tribal Employees* – Provides an overview of the FEHB Program. This is available on our website at www.opm.gov/healthcare-insurance/tribal-employers/reference-materials. Please distribute this to your tribal employees. *FEHB Program Tribal FastFacts: Selecting a Health Plan During the Initial Enrollment Opportunity for Tribal Employees* - provides a step-by-step process of what to think about during the IEO period.

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	We will issue other *FastFacts* on topics relating to the FEHB Program throughout the year via the TribalBenefitsinfo listserv. These *FastFacts* are also available at www.opm.gov/healthcare-insurance/tribal-employers/reference-materials. **FEHB Plan Brochures** – describe each plan's benefits, exclusions, and limitations. Brochures follow standard format for easy comparison. You can access these at www.opm.gov/healthcare-insurance/tribal-employers/plan-information. If you need paper copies, see below for ordering instructions. **FEHB Health Benefits Election Form - Standard Form (SF) 2809** is not available in printed format. **TIP: The screen-fillable SF 2809 can be accessed at www.opm.gov/forms/pdf_fill/sf2809.pdf.**
Ordering Paper FEHB Brochures and Other Materials	Keep a supply of paper plan brochures on hand for reference and distribution to tribal employees who enroll or change plans. Request printed fee-for-service (FFS), health maintenance organization (HMO) plan, consumer driven health plan (CDHP), and high deductible health plan (HDHP) brochures directly from plan contacts listed in Attachment 3. **TIP: You can help control FEHB Program costs and support our Going Green initiative by ordering only the number of brochures you reasonably expect to distribute.**

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Distributing Brochures	You should only distribute Office of Personnel Management (OPM) authorized brochures to tribal employees. Plans may directly distribute other supplemental materials to tribal employees. **TIP: Inform your tribal employees that they can access plan brochures for their review online at www.opm.gov/healthcare-insurance/tribal-employers/plan-information.** **online**www.opm.gov/tribalprograms. www.opm.gov/tribalprograms.
Online Brochures	Support our Going Green initiative and encourage tribal employees to use our website as their primary resource for plan brochures.
Materials for the Visually Impaired	Please let the visually impaired know that information for the FEHB Program is available and accessible on the Internet at www.opm.gov/healthcare-insurance/tribal-employers/plan-information. See Attachment 5 for contact information to order printed FFS plan brochures for the visually impaired.