



***Retirement and Insurance Service  
Benefits Administration Letter***

Number: 01-329

Date: November 27, 2001

**Subject: No Payroll Deductions for Early Enrollees in the FLTCIP**

Initially, we informed agency payroll offices that the Federal Long Term Care Insurance Program (FLTCIP) would be effective in October 2002. Now that we have received proposals from insurance companies, we are able to offer an early enrollment/acceptance opportunity in the February/March 2002 timeframe. This means that eligible individuals, who already know about long term care insurance and do not need extensive educational materials, can apply for the insurance early. Some agency payroll officials have expressed concern that they will be unable to modify their systems to provide FLTCIP payroll/annuity deductions within these timeframes. Please be assured that payroll systems will NOT need to be ready to deduct FLTCIP premiums in time for this early enrollment period. Early LTCI enrollees will NOT be allowed to pay their premiums by payroll or annuity deduction.

We will hold an FLTCIP open season sometime around late summer/early fall 2002, following extensive education and marketing. Agencies must be able to support payroll/annuity deductions for individuals who enroll in the FLTCIP during this open season. In addition, those individuals, who enrolled early, must be able to change to payroll/annuity deductions.

We have a standing committee of agency payroll officials who meet with us periodically to discuss the specifics of the FLTCIP and its effect on payroll systems. We last met with the committee in July and documented a "strawman" payroll process for the FLTCIP. We have not settled on any details yet, but we plan to conduct our next meeting with the committee after we have announced our insurance partners.

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*Civil Service  
Retirement  
System*

*Federal Employees'  
Group Life  
Insurance Program*

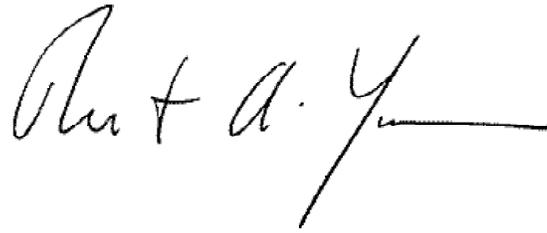
*Federal Employees  
Health Benefits  
Program*

*Federal Employees  
Retirement  
System*

*Federal  
Long Term  
Care Insurance  
Program*

We encourage agency payroll officials to frequently access the FLTCIP website at [www.opm.gov/insure/ltc](http://www.opm.gov/insure/ltc) for updates and to subscribe to the FLTCIP listserv, LTCInfo. [For instructions on joining the FLTCIP listserv, please visit [www.opm.gov/insure/ltc/hr.htm](http://www.opm.gov/insure/ltc/hr.htm) .]

If you have any questions regarding this information, we would prefer that you email us at [finance@opm.gov](mailto:finance@opm.gov), so that we have a record of our communication. You may also phone us on (202) 606-0606.

A handwritten signature in black ink, appearing to read "Robert A. Yuran". The signature is written in a cursive style with a long horizontal stroke at the end.

Robert A. Yuran, Chief  
Financial Policy Staff  
Retirement and Insurance Service