

Attachment 2: Easy to Use Chart for Ordering and Distributing FSAFEDS, FEDVIP, and FEHB Materials

	FSAFEDS	FEDVIP	FEHB
Agency Responsibilities	<ul style="list-style-type: none"> • Order Open Season materials; • Distribute materials to employees, and for FEHB – to temporary continuation of coverage (TCC) enrollees and spouse equity enrollees (FEDVIP does not have TCC or spouse equity coverage); and • Provide access to materials to ensure employees make informed decisions. <p>You must ensure Open Season materials reach your employees and field offices.</p> <p>TIP: Order enough materials to use all year to support new employees, benefit fairs, and ongoing employee needs.</p>		
Program Materials	<p>2016 Federal Benefits Open Season FastFacts – Both the <i>2016 Federal Benefits Open Season is Coming!</i> and <i>What to Consider During Open Season</i> provide snapshots of basic information on the upcoming Federal Benefits Open Season. You will receive these two FastFacts in BAL 16-403. We will also post them at www.opm.gov/healthcare-insurance/fastfacts. Please distribute these to your employees.</p> <p>We will issue other FastFacts on topics relating to the Federal Benefits Programs throughout the year via the Benefitsinfo listserv. These FastFacts will also be available at www.opm.gov/healthcare-insurance/fastfacts.</p> <p>2016 Federal Benefits Open Season Webcasts – You can view educational webcasts on FSAFEDS, FEDVIP, and FEHB at www.opm.gov/healthcare-insurance/open-season/presentations/.</p> <p>2016 Federal Benefits Open Season Flyers and Banners – Remind your employees about Open Season by posting flyers and banners around the workplace. We have developed Open Season flyers you can print for bulletin boards, hallways, and break rooms. We have also developed Open Season banners you can print for entrances, lobbies, and large open spaces. You will receive these banners and flyers in BAL 16-403. We will also post them at www.opm.gov/openseason.</p> <p>Insurance Benefits Flyers – Educate your employees about the insurance benefits available to them with the Insurance Benefits Flyers. Perfect for bulletin boards and new employee orientation packets, Insurance Benefits Flyers summarize each benefit program on a single page. While these flyers provide useful information year-round, their information about FEHB, FEDVIP, and FSAFEDS will be particularly helpful to your employees during Open Season. You will receive these Insurance Benefit Flyers in BAL 16-403. We will also post them at www.opm.gov/healthcare-insurance.</p> <p>Save Money On... Flyers – These three flyers show your employees how FEHB, FEDVIP, and FSAFEDS work together to save them money on prescription drugs, eyeglasses, and orthodontia. You will receive these Save Money On... flyers in BAL 16-403. We will also post them at www.opm.gov/healthcare-insurance.</p>		

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Program Materials, (continued)	<p>FSAFEDS Brochure - Describes types of accounts available, benefits of enrollment, enrollment and account access procedures, and overview of expenses eligible for reimbursement. You can access this at www.FSAFEDS.com. If you need paper copies, see page 3 for ordering instructions.</p>	<p>FEDVIP Plan Brochures - describes the plan's benefits, exclusions, and limitations. Brochures follow standard format for easy comparison. You can access these at www.opm.gov/healthcare-insurance/dental-vision/plan-information/#url=Dental-Overview and www.opm.gov/healthcare-insurance/dental-vision/plan-information/#url=Vision-Overview. If you need paper copies, see page 3 for ordering instructions.</p>	<p>FEHB Plan Brochures - describe the plan's benefits, exclusions, and limitations. Brochures follow standard format for easy comparison. You can access these at www.opm.gov/FEHBbrochures. If you need paper copies, see page 3 for ordering instructions.</p>
	<p>FSAFEDS Web-Based Videos - Numerous short videos covering various aspects of FSAFEDS available in the near future at www.FSAFEDS.com and www.opm.gov/fsa.</p> <p>TIP: Tell your employees about these great web videos and encourage them to watch at work or at home.</p>		<p>SF 2809 (Health Benefits Election Form) - The online edition of the SF 2809 must be downloaded from www.opm.gov/forms/pdf_fill/sf2809.pdf. The paper SF 2809 is no longer available for purchase from the General Services Administration. Previous editions of the form are not usable.</p> <p>TIP: Screen-fillable SF 2809 can be accessed at www.opm.gov/forms/pdf_fill/sf2809.pdf.</p>
	<p>FSAFEDS Poster - 11x17 awareness/promotion</p> <p>TIP: No charge to agencies—post in public places during Open Season. See page 3 for information on how to order.</p>		<p>Summary of Benefits and Coverage - 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>New Hire Flyer – Informational handout for employees newly hired outside of Open Season.</p> <p>TIP: No charge to agencies – summarizes important information for newly hired employees. You can download a PDF version from “Benefits Officers” section of www.FSAFEDS.com. If you need paper copies, see page 3 for ordering instructions.</p>		<p>Enrollees can find an FEHB plan's SBC at www.opm.gov/healthcare-insurance/healthcare/plan-information/summary-of-benefits or by visiting the FEHB plan's website. Enrollees can request a paper copy by calling the plan.</p>
Online Brochures	<p>Brochures will be available on our website at www.opm.gov/insure in early November. Support our Going Green initiative and encourage employees to use our website as their primary resource by providing the following addresses:</p> <ul style="list-style-type: none"> • FSAFEDS brochures at www.FSAFEDS.com, • FEDVIP dental brochures at www.opm.gov/healthcare-insurance/dental-vision/plan-information/#url=Dental-Overview, • FEDVIP vision brochures at www.opm.gov/healthcare-insurance/dental-vision/plan-information/#url=Vision-Overview, and • FEHB brochures at www.opm.gov/FEHBbrochures. 		

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<p>Ordering Paper Copies of Brochures and Other Materials</p>	<p>You may order materials using the FSAFEDS Order System which will be accessible from the Benefits Officers section of FSAFEDS.com.</p> <p>If you are from a field office and your headquarters office is ordering materials for you, please do not also order materials.</p>	<p>Request brochures from carrier contacts listed in Attachment 3. Plans determine the number of brochures to send each agency based on the number of employees. Contact the carrier(s) if you do not receive them by November 1, 2016.</p>	<p>Fee-for-Service (FFS) plans ship brochures to distribution points designated by agency's headquarters. If you don't receive FFS plan brochures by November 1, 2016, please contact your agency's headquarters.</p> <p>The ordering process for FFS health plan brochures is finished. If you did not order FFS health plan brochures, you can access these brochures at www.opm.gov/FEHBbrochures.</p> <p>Request health maintenance organization plan (HMO), consumer driven health plan (CDHP), and high deductible health plan (HDHP) brochures directly from health plan contacts listed in Attachment 4. If you do not receive your HMO, CDHP, and HDHP brochures by November 1, 2016, contact the carrier(s).</p> <p>TIP: Remember to order brochures for your Spouse Equity and TCC enrollees, and new employees who will join your agency throughout the year.</p> <p>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.</p>
<p>Materials for the Visually Impaired</p>	<p>You must let the visually impaired know information for FSAFEDS, FEDVIP and FEHB is available and accessible on the Internet at:</p> <ul style="list-style-type: none"> • FSAFEDS at www.FSAFEDS.com, • FEDVIP dental information at www.opm.gov/healthcare-insurance/dental-vision/plan-information/#url=Dental-Overview, • FEDVIP vision information at www.opm.gov/healthcare-insurance/dental-vision/plan-information/#url=Vision-Overview , and • FEHB at www.opm.gov/FEHBbrochures. <p>For FEHB, please see Attachment 6 for contact information to order Fee-for-Service (FFS) plan materials for the visually impaired.</p>		
<p>Distributing Brochures</p>	<p>Only officially approved brochures should be distributed to employees.</p> <p>TIP: Announce to your employees where and how to access the brochure.</p> <p>TIP: The brochure changes each year; old ones must be discarded.</p>	<p>Keep a supply of brochures on hand for reference and distribution to employees who enroll or change plans. Only OPM authorized brochures should be distributed to employees.</p> <p>TIP: Inform your employees that they can access FEDVIP dental and/or vision plan brochures at www.opm.gov/healthcare-insurance/dental-vision/plan-information/#url=Dental-Overview and www.opm.gov/healthcare-insurance/dental-vision/plan-information/#url=Vision-Overview, and FEHB health plan brochures at www.opm.gov/FEHBbrochures for their review.</p> <p>TIP: For FEHB Spouse Equity and Temporary Continuation of Coverage (TCC) enrollees:</p> <ul style="list-style-type: none"> • Provide same access to brochures as employees at www.opm.gov/FEHBbrochures, and • Inform how to obtain brochures and FEHB enrollment forms if interested in changing plans. 	