

Attachment 1: Inform Tribal Employees and Provide Information about the FEHB Open Season

Communication

1. **Build awareness of the upcoming FEHB Open Season.** Tribal employees need to know:
 - The dates of Open Season (November 8 – December 13, 2021)
 - What decisions they can/must make
 - Where they can find additional information about the FEHB Program
 - The effective date of Tribal employee's Open Season changes

Start your awareness campaign early (such as the beginning of October) and follow through with consistent messages.

2. **Inform Tribal employees.** You can do this in various ways. Here are some examples:
 - Send an email to all Tribal employees. Please include the following attachment in your Open Season announcement:
 - Attachment: Tribal FastFacts "What to Consider During the FEHB Open Season for Tribal Employees."
 - If Tribal employees don't have easy access to the Internet, distribute the above attachment as a flyer.
 - Post Open Season notices in hallways, cafeterias, and break rooms.
 - Advise your employees who they can contact internally for help.

If Tribal employees cannot access these resources from work, please distribute these links to them so they can view this information from home if they wish.

- Facebook: www.facebook.com/usopm
- Twitter (News and Updates): <https://twitter.com/usopm>

- Add reminders to earnings and leave statements.
- Publicize Open Season information on your Tribal employer's intranet site.
- Advise your Tribal employees who they can contact internally for help.

3. **Tribal Benefits Officer responsibilities:** It is the responsibility of the Tribal Benefits Officer to provide FEHB Open Season information to the Tribal employees. Please let your Tribal employees know the dates of Open Season, how to make changes, or where to go if they have questions. You must make sure FEHB Open Season information reaches your Tribal employees.

It is the Tribal employer's responsibility to explain the terms and conditions of any premium conversion plan or flexible spending account options under any pre-tax cafeteria plan that may be available for Tribal employees, and the time frame for enrollment or participation in that plan.

Please see 5 CFR 890.1407(b)(3)

"A Tribal employee who enrolls after the initial enrollment opportunity and who does not elect premium conversion through his or her Tribal employer's premium conversion plan, if one is available, will be subject to the enrollment and qualifying life event rules described at [§ 890.301](#) and effective dates described at [§ 890.301\(b\)](#) and [\(f\)](#)."

and 5 CFR 890.1407(b)(4)

"A Tribal employee who enrolls after the initial enrollment opportunity and who elects premium conversion through his or her Tribal employer's premium conversion plan, if one is available, will be subject to the enrollment rules, qualifying life event rules and effective dates described at [§§ 892.207, 892.208](#) and [892.210 of this chapter](#) (together with [§ 890.301](#) as referenced therein).

Materials

You can find detailed information about Open Season and all Open Season materials on our [Tribal Programs website](#).

1. **Open Season *Tribal FastFacts*.** A summary of important Open Season information is contained in *Tribal FastFacts "What to Consider During the FEHB Open Season for Tribal Employees"*.
2. **Plan Comparison Tool.** The [Plan Comparison Tool](#) is available for eligible FEHB members to use when shopping for a health plan.

Open Season Fairs

1. **Assure equal access for FEHB plans.** Tribal employees may find Open Season fairs a valuable resource for getting Open Season information. For employing offices hosting Open Season Fairs please be sure to invite all plans that are available to your employees. This includes plans new to the FEHB Program for 2022 and plans that have services area expansions. Information on new plans will be available in Tribal [Benefits Administration Letter 21-703](#).

Plan contact information to invite plans to attend Open Season Health Fairs are available on our website at www.opm.gov/plancontacts.

2. **Be supportive.** Suggest that your managers allow their Tribal employees time away from their duties to attend Open Season fairs.

Employee Enrollment Opportunities

1. **Enroll in FEHB.**
 - An eligible Tribal employee who is not enrolled may enroll.
 - Enrollment in FEHB automatically continues year to year.
2. **Change enrollment or cancel enrollment in FEHB**
 - A Tribal FEHB enrollee may change from one plan or option to another or change enrollment type.
 - A Tribal FEHB enrollee may cancel their enrollment.

Open Season Effective Dates

- **From not enrolled to enrolled**, the effective date is January 1, 2022 following a pay period during any part of which the Tribal employee is in pay status.
- **For an enrollment change**, the effective date is January 1, 2022 regardless of whether the Tribal employee is in pay status during the preceding pay period.
- **For cancellation**, the effective date is **at the end of the day on** December 31, 2021.