SUBJECT: HEALTH BENEFITS PREMIUM CONVERSION – BENEFITS ADMINISTRATION LETTER

In Payroll Office Letter No. P-00-13, we provided guidance to you on the implementation of Health Benefits Premium Conversion (HB-PC). Our Office of Insurance Programs has now issued the attached Benefits Administration Letter (BAL), which provides information and guidance on HB-PC primarily for agency benefits officers. We refer it to you for your information.

Please pay special attention to Attachment 3, which is a “template” of a Premium Conversion Election/Waiver Form. Agencies have been given discretion to adapt this form to their own internal needs. Depending upon the procedures developed in your agency, a version of it will perhaps be used in your payroll processing.

Additional information on HB-PC has also been placed on the OPM website at www.opm.gov/insure/health/pretaxfehb. We encourage you to access it often for updates. If further assistance is required, please contact us on (202) 606-0606, or via email at finance@opm.gov.

Robert A. Yuran, Chief
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Attachment