

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 11 – December 9, 2019);
- ✓ What decisions they can/must make;
- ✓ Where they can find additional information about the FEHB Program; and
- ✓ The effective date of tribal employees' 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.
- ✓ 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.

MATERIALS

1. **Ensure you have enough FEHB Open Season material.** You can find detailed information about Open Season and all Open Season materials at – www.opm.gov/healthcare-insurance/tribal-employers/reference-materials/.
2. **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"* which is available on our website at www.opm.gov/healthcare-insurance/tribal-employers/reference-materials.
3. **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. **Strength in numbers.** Tribal employees may find Open Season fairs a valuable resource for getting Open Season information. If your tribal employer has a small number of tribal employees, consider partnering with other tribal employers in your area. The plans in the FEHB Program usually receive more requests to attend Open Season fairs than they can accommodate, so be creative. Tribal employees value talking with plan representatives face-to-face, but you must advertise the event early and often to attract as many tribal employees as possible. Plan contact information to invite plans to attend Open Season Health Fairs are available on our website at www.opm.gov/plancontacts.
2. **Assure equal access for FEHB plans.** Open Season fairs in some locations are organized and hosted by participating FEHB plans. While this circumstance may be necessary, no one plan can be allowed to dominate an Open Season fair to the detriment of other participating plans. OPM works to ensure a level playing field for FEHB, and this spirit should prevail at Open Season fairs too.
3. **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.

- If your tribal employer participates in premium conversion, an eligible tribal employee who enrolls in FEHB may waive participation in premium conversion; **otherwise, participation in premium conversion is automatic.**

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 his or her enrollment.
- A tribal FEHB enrollee who currently participates in FEHB premium conversion may waive participation, or if he/she had previously waived premium conversion, may begin participation if their tribal employer participates in premium conversion.

OPEN SEASON EFFECTIVE DATES

- **From not enrolled to enrolled**, the effective date is January 1, 2020 following a pay period during any part of which the tribal employee is in pay status.
- **For enrollment change**, the effective date is January 1, 2020 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, 2019.