

---

---

# FEHB Program Carrier Letter

## Experience-Rated Carriers

U.S. Office of Personnel Management  
Healthcare and Insurance

---

**Letter No. 2018-08**

**Date: June 28, 2018**

Fee-for-service [ 6 ]    Experience-rated HMO [ 6 ]    Community-rated HMO [ n/a ]

---

---

### **SUBJECT: Updated Guidance on OPM's Letter of Credit System**

The Office of Personnel Management (OPM) is updating previous guidance on the Working Capital fund calculation.

This letter supersedes Carrier Letter 2009-14 in which plans were instructed to exclude any Electronic Funds Transfers (EFTs) when calculating their Working Capital. Due to the majority of FEHB benefits and other related expenses being presented for payment via EFT, it is necessary to include those requests in the calculations, ensuring adequate working capital funds.

As previously indicated, the working capital is not required but strongly recommended.

We have updated the attachments as follows:

- Attachment 1 is the "User Manual for Experience Rated Carriers," which has been updated to include new OPM contact information.
- Attachment 2 is the updated "Letter of Credit System Guidelines," which includes the working capital calculation in Section V.

For both attachments no other substantive changes have been made.

If you have questions about this letter, please contact Danita Green at (202) 606-4120 or email at [Danita.Green@opm.gov](mailto:Danita.Green@opm.gov)

Sincerely,

Alan P. Spielman  
Director  
Healthcare and Insurance

Attachment 1: User Manual for Experience Rated Carriers  
Attachment 2: Letter of Credit System Guidelines