

Attachment 1: 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 brochures and other Open Season materials; • Distribute materials to employees, and for FEHB – to temporary continuation of coverage (TCC) enrollees, and spouse equity enrollees; 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>The 2010 Guide to Federal Benefits - Provides summary information on the FEHB, FEDVIP and FSAFEDS Programs and lists the participating plans. Summary information includes plans available in each state, rates, benefits, and quality indicators. See BAL 09-402 for ordering instructions.</p> <p>TIP: If you are unable to provide FEHB and FEDVIP brochures for the geographical area in which an employee resides, please provide them with plan telephone number(s) listed in The Guide. The employee can then contact the plan directly for a brochure.</p> <hr/> <p>2010 Federal Benefits Open Season Fast Facts – Provides a snapshot of basic information on the upcoming Federal Benefits Open Season. You will receive this via the Benefitsinfo listserv prior to the start of Open Season. We will also post it at www.opm.gov/insure/fastfacts/index.asp. Please distribute this to your employees.</p> <p>We will issue other Fast Facts on topics relating to the Federal Benefits Programs throughout the year via the Benefitsinfo listserv. These Fast Facts will also be available at www.opm.gov/insure/fastfacts/index.asp.</p> <table border="1" data-bbox="338 764 1950 1243"> <tr> <td data-bbox="338 764 842 862"> FSAFEDS Brochure (more information on pages 2-3) </td> <td data-bbox="846 764 1262 862"> FEDVIP Plan Brochures (more information on pages 2-3) </td> <td data-bbox="1266 764 1950 862"> FEHB Plan Brochures - Brochures come packaged in groups of 25 and boxed up to 250 items per container (more information on pages 2-3). </td> </tr> <tr> <td data-bbox="338 865 842 1243"> FSAFEDS Web-Based Videos – Numerous short videos covering various aspects of FSAFEDS. Available starting November 9th at www.FSAFEDS.com <p>TIP: Tell your employees about these great web videos and encourage them to watch at work or at home</p> </td> <td data-bbox="846 865 1262 1243"></td> <td data-bbox="1266 865 1950 1243"> SF 2809 (The Health Benefits Election Form) - If your agency permits paper enrollment/changes, the SF 2809 can be ordered from the General Services Administration's (GSA) Federal Supply Service using normal FEDSTRIP/MILSTRIP procedures. <p>Ordering information:</p> <ul style="list-style-type: none"> • Form Number: SF 2809; • Title of Form: Health Benefits Election Form; • National Stock No.: 7540-01-231-6227; • Estimated Cost: \$29.60 per 100 <p>TIP: Screen fillable SF 2809 can be accessed at www.opm.gov/forms/pdf_fill/sf2809.pdf</p> </td> </tr> </table>			FSAFEDS Brochure (more information on pages 2-3)	FEDVIP Plan Brochures (more information on pages 2-3)	FEHB Plan Brochures - Brochures come packaged in groups of 25 and boxed up to 250 items per container (more information on pages 2-3).	FSAFEDS Web-Based Videos – Numerous short videos covering various aspects of FSAFEDS. Available starting November 9th at www.FSAFEDS.com <p>TIP: Tell your employees about these great web videos and encourage them to watch at work or at home</p>		SF 2809 (The Health Benefits Election Form) - If your agency permits paper enrollment/changes, the SF 2809 can be ordered from the General Services Administration's (GSA) Federal Supply Service using normal FEDSTRIP/MILSTRIP procedures. <p>Ordering information:</p> <ul style="list-style-type: none"> • Form Number: SF 2809; • Title of Form: Health Benefits Election Form; • National Stock No.: 7540-01-231-6227; • Estimated Cost: \$29.60 per 100 <p>TIP: Screen fillable SF 2809 can be accessed at www.opm.gov/forms/pdf_fill/sf2809.pdf</p>
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Program Materials, Cont.	<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> <hr/> <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 order hard copies or download PDF version from “Benefits Officers” section of www.FSAFEDS.com</p> <hr/> <p>PowerPoint Presentation – Comprehensive overview of FSAFEDS in a slideshow format. Downloadable from the “Benefits Officers” section of www.FSAFEDS.com</p> <p>TIP: No charge to agencies - great visual aid for lunch-and-learn and other meetings.</p>		
Brochure Content	Describes types of accounts available, benefits of enrollment, enrollment and account access procedures, including overview of expenses eligible for reimbursement.	Describes the plan’s benefits, exclusions, and limitations. Brochures follow standard format for easy comparison.	

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Distributing Brochures	<p>Distribute to employees interested in enrolling in the Program. 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: Allow employees to take a copy home for review. If employee enrolls, (s)he should keep the brochure.</p> <p>TIP: The brochure changes each year; old ones must be discarded.</p>	<p>Employees currently enrolled will receive a 2010 brochure directly from their plan. 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: Allow employees to take copies home for review, particularly new employees. If an employee enrolls or changes plans, (s)he should keep the brochure. Other brochures should be returned for reuse.</p> <p>TIP: Announce to your employees where and how to access FEHB plan brochures 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, and • Inform how to obtain brochures and FEHB enrollment forms if interested in changing plans 	
Online Brochures	<p>Brochures will be available on the Internet in early November. Encourage employees to use the websites as their primary resource by providing below addresses:</p> <ul style="list-style-type: none"> • FSAFEDS brochures at www.FSAFEDS.com; • FEDVIP dental brochures at www.opm.gov/insure/dental/planinfo/index.asp; • FEDVIP vision brochures at www.opm.gov/insure/vision/planinfo/index.asp; and • FEHB brochures at www.opm.gov/insure/health. 		
Obtaining Hardcopy Brochures and Other Materials	<p>E-mail fsafeds-hr@shps.com or bart.turney@shps.com, or call 1-502-326-4575. If you are from a field office and your headquarters office is ordering materials for you, please do not also order.</p>	<p>Request brochures from carrier contacts listed in Attachment 2. Plans determine 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 2, 2009.</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 2, 2009, please contact your agency's headquarters.</p> <p>Request health maintenance organizations (HMO), consumer driven health plans (CDHP), and high deductible health plans (HDHP) brochures directly from health plan contacts listed in Attachment 3. If you do not receive your HMO, CDHP, and HDHP brochures by November 2, 2009, 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 by ordering only the number of brochures you reasonably expect to distribute.</p>
Materials for the Visually Impaired	<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/insure/dental/index.asp; • FEDVIP vision information at www.opm.gov/insure/vision/index.asp; and • FEHB at www.opm.gov/insure/health. <p>For FEHB, please see Attachment 5 for contact information to order fee-for-service (FFS) plan materials for the visually impaired.</p>		