



U.S. OFFICE OF PERSONNEL MANAGEMENT
Retirement and Insurance Service

PAYROLL OFFICE LETTER

NUMBER: *P-99-17*

DATE: *June 7, 1999*

SUBJECT: *Quarterly Report of Health Benefits Enrollment*

In PRO Letter P-99-06, we discussed recent regulations that afford carriers participating in the Federal Employees Health Benefits Program (FEHB) the authority to disenroll an individual, whose enrollment the carrier cannot verify with the employing agency. The issuance of this important policy has prompted a review of our existing requirements for the reconciliation of enrollment between participating health benefits carriers and agency payroll offices (APOs). As a result of this review, it has been determined that two areas need clarification.

TIMEFRAMES FOR SUBMITTING QUARTERLY REPORT OF HEALTH BENEFITS ENROLLMENT

As you know, APOs are required to submit a quarterly report of enrollment to carriers. Our review has disclosed that the timeframes for its submission to the carriers may not have been clearly enough stated. To address this perceived shortcoming, we wish at this time to clarify the timeframes by which the quarterly report of health benefits enrollment must be submitted to participating carriers.

The quarterly report of health benefits enrollment must be submitted so as to be received by participating carriers on the 15th of the subsequent month: that is, January 15th, April 15th, July 15th, and October 15th.

TIMEFRAMES FOR RESPONDING TO REQUESTS FOR RECONCILIATION

Upon receipt of the quarterly report of health benefits enrollment from the APOs, carriers have been afforded 60 days to complete the reconciliation of their enrollment records. Upon being notified of an enrollment discrepancy uncovered by carrier reconciliation, an APO must coordinate with personnel offices to ensure that the carrier is provided a response within **31 calendar days**. The achievement of this timeframe is critical -- if the carrier does not receive documentation supporting an individual's enrollment within 31 days, it may, if it has provided appropriate notification of its intent to disenroll, terminate coverage without further notice.

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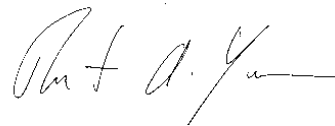
*Federal Employees
Health Benefits
Program*

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Retirement
System*

The timeframes for responding to requests by carriers for reconciliation are illustrated below using June 1999 as an example:

EVENT	DEADLINE FOR COMPLETION	ELAPSED TIME
Quarterly report due to carriers	7/15	--
Carrier completes reconciliation	9/15	60
APO responds to all discrepancies	10/16	91

If you have any questions, please call us on (202) 606-0606 or email us at finance@opm.gov.



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