

Attachment 1: Easy to Use Chart for Ordering and Distributing Materials

	FSAFEDS	FEDVIP	FEHB
Agency Responsibilities	<ul style="list-style-type: none"> • Order brochures and other Open Season materials; • Distribute materials to employees, 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.</p> <p>TIP: Order enough materials to use all year to support new employees, benefit fairs, and ongoing employee needs.</p>		
Program Materials	<p><u>The 2009 Guide to Federal Benefits</u> - 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 08-402 for ordering instructions.</p> <p>TIP: If you are unable to provide 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> <p><u>2008 Federal Benefits Open Season Fast Facts</u> – 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. Please distribute this to your employees.</p> <p>We will issue other <i>Fast Facts</i> on topics relating to the Federal Benefits Programs throughout the year via the benefitsinfo listserv. These <i>Fast Facts</i> will also be available at www.opm.gov/insure.</p>		
	<u>FSAFEDS Brochure</u> (more information on pages 2-3)	<u>FEDVIP Plan Brochures</u> (more information on pages 2-3)	<u>FEHB Plan Brochures</u> - Brochures come packaged in groups of 25 and boxed up to 250 items per container (more information on pages 2-3).
	<u>FSAFEDS Video</u> -15 min education on Program (CD-R, DVD,VHS)		<u>SF 2809 (The Health Benefits Election Form)</u> - 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. Ordering information:
	<u>FSAFEDS Poster Set</u> - 13X10 awareness/promotion		<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 http://www.opm.gov/forms/pdf_fill/sf2809.pdf</p>

	FSAFEDS	FEDVIP	FEHB
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.	
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 for their review.</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 2009 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 our website in early November. Encourage employees to use the website as their primary resource by providing below addresses:</p> <ul style="list-style-type: none"> • FSAFEDS brochures at www.FSAFEDS.com; • FEDVIP brochures at www.opm.gov/insure/dentalvision; and • FEHB brochures at www.opm.gov/insure/health. 		
Obtaining Hardcopy Brochures and Other Materials	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.	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 1, 2008.	<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 1, 2008, 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 1, 2008, contact the carrier(s).</p>

	FSAFEDS	FEDVIP	FEHB
Obtaining Hardcopy Brochures and Other Materials (Cont.)			<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 at www.opm.gov/insure/dentalvision; and • FEHB at www.opm.gov/insure/health. <p>For FEHB, please see Attachment 4 for contact information to order fee-for-service (FFS) plan materials for the visually impaired.</p>		