

Attachment 2: Easy to Use Chart for Ordering and Distributing FSAFEDS, FEDVIP, and FEHB Materials

|                                | FSAFEDS  | FEDVIP   | FEHB   |
|--------------------------------|--|--|--|
| <b>Agency Responsibilities</b> | <ul style="list-style-type: none"> <li>• Order Open Season materials;</li> <li>• Distribute materials to employees, and for FEHB – to temporary continuation of coverage (TCC) enrollees, and spouse equity enrollees (FEDVIP does not have TCC and spouse equity coverage); and</li> <li>• Provide access to materials to ensure employees make informed decisions.</li> </ul> <p>You must ensure Open Season materials reach your employees and field offices.</p> <p><b>TIP: Order enough materials to use all year to support new employees, benefit fairs, and ongoing employee needs.</b></p>  |  |  |
| <b>Program Materials</b>       | <p><b><u>The 2012 Guide to Federal Benefits</u></b> - Provides summary information on the FSAFEDS, FEDVIP, and FEHB Programs and lists the participating plans. Summary information includes plans available in each state, rates, benefits, and quality indicators. See Benefits Administration Letter (BAL 11- 402) for ordering instructions. You can find electronic versions of the Guide at <a href="http://www.opm.gov/insure/health/planinfo/guides">www.opm.gov/insure/health/planinfo/guides</a> in early November.</p> <p><b>TIP: If you are unable to provide FEDVIP and FEHB brochures for the geographical area in which an employee resides, please provide them with plan telephone number(s) listed in the 2012 Guide to Federal Benefits. The employee can then contact the plan directly for a brochure.</b></p> <p><b><u>2011 Federal Benefits Open Season FastFacts</u></b> – Provides a snapshot of basic information on the upcoming Federal Benefits Open Season. You will receive this information in BAL 11- 404 by early October. We will also post it at <a href="http://www.opm.gov/insure/fastfacts">www.opm.gov/insure/fastfacts</a>. Please distribute this to your employees.</p> <p>We will issue other FastFacts on topics relating to the Federal Benefits Programs throughout the year via the Benefitsinfo listserv. These FastFacts will also be available at <a href="http://www.opm.gov/insure/fastfacts">www.opm.gov/insure/fastfacts</a>.</p> |  |  |
|                                | <p><b><u>FSAFEDS Brochure</u></b> - describes types of accounts available, benefits of enrollment, enrollment and account access procedures, including overview of expenses eligible for reimbursement. You can access this at <a href="http://www.fsafeds.com">www.fsafeds.com</a>. If you need hard copies, see page 3 for ordering instructions.</p>  | <p><b><u>FEDVIP Plan Brochures</u></b> - describes the plan's benefits, exclusions, and limitations. Brochures follow standard format for easy comparison. You can access these at <a href="http://www.opm.gov/insure/dental/planinfo">www.opm.gov/insure/dental/planinfo</a> &amp; <a href="http://www.opm.gov/insure/vision/planinfo">www.opm.gov/insure/vision/planinfo</a>. If you need hard copies, see page 3 for ordering instructions.</p> | <p><b><u>FEHB Plan Brochures</u></b> - describes the plan's benefits, exclusions, and limitations. Brochures follow standard format for easy comparison. You can access these at <a href="http://www.opm.gov/FEHBbrochures">www.opm.gov/FEHBbrochures</a>. If you need hard copies, see page 3 for ordering instructions.</p>  |
|                                | <p><b><u>FSAFEDS Web-Based Videos</u></b> – Numerous short videos covering various aspects of FSAFEDS available in mid-October at <a href="http://www.FSAFEDS.com">www.FSAFEDS.com</a> and <a href="http://www.opm.gov/insure/flexible">www.opm.gov/insure/flexible</a>.</p> <p><b>TIP: Tell your employees about these great web videos and encourage them to watch at work or at home.</b></p>   |  | <p><b><u>SF 2809 (The Health Benefits Election Form)</u></b> - 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> <p>Ordering information:</p> <ul style="list-style-type: none"> <li>• Form Number: SF 2809;</li> <li>• Title of Form: Health Benefits Election Form;</li> <li>• National Stock No.: 7540-01-231-6227; and</li> <li>• Estimated Cost: \$29.60 per 100.</li> </ul> <p><b>TIP: Screen-fillable SF 2809 can be accessed at <a href="http://www.opm.gov/forms/pdf_fill/sf2809.pdf">www.opm.gov/forms/pdf_fill/sf2809.pdf</a>.</b></p> |

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| <b>Program Materials, Cont.</b> | <p><b>FSAFEDS Poster</b>- 11x17 awareness/promotion</p> <p><b>TIP: No charge to agencies—post in public places during Open Season. See page 3 for information on how to order.</b></p> <p><b>New Hire Flyer</b> – Informational handout for employees newly hired outside of Open Season.</p> <p><b>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 <a href="http://www.FSAFEDS.com">www.FSAFEDS.com</a>.</b></p> <p><b>PowerPoint Presentation</b> – Comprehensive overview of FSAFEDS in a slideshow format. Downloadable from the “Benefits Officers” section of <a href="http://www.FSAFEDS.com">www.FSAFEDS.com</a>.</p> <p><b>TIP: No charge to agencies - great visual aid for lunch-and-learn and other meetings.</b></p> |   |      |
| <b>Distributing Brochures</b>   | <p>Only officially approved brochures should be distributed to employees.</p> <p><b>TIP: Announce to your employees where and how to access the brochure.</b></p> <p><b>TIP: The brochure changes each year; old ones must be discarded.</b></p>   | <p>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><b>TIP: Inform your employees that they can access FEDVIP dental and/or vision plan brochures at <a href="http://www.opm.gov/insure/dental/planinfo">www.opm.gov/insure/dental/planinfo</a> and <a href="http://www.opm.gov/insure/vision/planinfo">www.opm.gov/insure/vision/planinfo</a> and FEHB health plan brochures at <a href="http://www.opm.gov/FEHBbrochures">www.opm.gov/FEHBbrochures</a> for their review.</b></p> <p><b>TIP: For FEHB Spouse Equity and Temporary Continuation of Coverage (TCC) enrollees:</b></p> <ul style="list-style-type: none"> <li>• Provide same access to brochures as employees at <a href="http://www.opm.gov/insure/FEHBbrochures">www.opm.gov/insure/FEHBbrochures</a>, and</li> <li>• Inform how to obtain brochures and FEHB enrollment forms if interested in changing plans</li> </ul> |      |
| <b>Online Brochures</b>         | <p>Brochures will be available on our website at <a href="http://www.opm.gov/insure">www.opm.gov/insure</a> in early November. Support our Going Green initiative and encourage employees to use our website as their primary resource by providing the following addresses:</p> <ul style="list-style-type: none"> <li>• FSAFEDS brochures at <a href="http://www.FSAFEDS.com">www.FSAFEDS.com</a>,</li> <li>• FEDVIP dental brochures at <a href="http://www.opm.gov/insure/dental/planinfo">www.opm.gov/insure/dental/planinfo</a>,</li> <li>• FEDVIP vision brochures at <a href="http://www.opm.gov/insure/vision/planinfo">www.opm.gov/insure/vision/planinfo</a>, and</li> <li>• FEHB brochures at <a href="http://www.opm.gov/FEHBbrochures">www.opm.gov/FEHBbrochures</a>.</li> </ul>   |   |      |

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|--|---|--|--|
| <b>Ordering Hardcopy Brochures and Other Materials</b> | E-mail <a href="mailto:fsafeds-hr@shps.com">fsafeds-hr@shps.com</a> or <a href="mailto:bart.turney@shps.com">bart.turney@shps.com</a> 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 the materials.  | Request brochures from carrier contacts listed in Attachment 3. Plans determine the 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, 2011. | <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, 2011, please contact your agency's headquarters.</p> <p>The ordering process for FFS health plan brochures is finished. If you did not order FFS health plan brochures, you can access these brochures at <a href="http://www.opm.gov/FEHBbrochures">www.opm.gov/FEHBbrochures</a>.</p> <p>Request health maintenance organization plan (HMO), consumer driven health plan (CDHP), and high deductible health plan (HDHP) brochures directly from health plan contacts listed in Attachment 4. If you do not receive your HMO, CDHP, and HDHP brochures by November 1, 2011, contact the carrier(s).</p> <p><b>TIP: Remember to order brochures for your Spouse Equity and TCC enrollees, and new employees who will join your agency throughout the year.</b></p> <p><b>TIP: You can help control Program costs and support our Going Green initiative by ordering only the number of brochures you reasonably expect to distribute.</b></p> |
| <b>Materials for the Visually Impaired</b>             | <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"> <li>• FSAFEDS at <a href="http://www.FSAFEDS.com">www.FSAFEDS.com</a>,</li> <li>• FEDVIP dental information at <a href="http://www.opm.gov/insure/dental">www.opm.gov/insure/dental</a>,</li> <li>• FEDVIP vision information at <a href="http://www.opm.gov/insure/vision">www.opm.gov/insure/vision</a>, and</li> <li>• FEHB at <a href="http://www.opm.gov/FEHBbrochures">www.opm.gov/FEHBbrochures</a>.</li> </ul> <p>For FEHB, please see Attachment 6 for contact information to order Fee-for-Service (FFS) plan materials for the visually impaired.</p> |  |  |