

Attachment 1: Inform Tribal Employees and Provide Information about the FEHB Open Season for Tribal Employees

COMMUNICATION

1. Build awareness of the upcoming FEHB Open Season. Tribal employees need to know:

- ✓ The dates of the FEHB Open Season (November 12 – December 10, 2012);
- ✓ What decisions they can/must make;
- ✓ Where they can find additional information about the FEHB Program; and
- ✓ The effective date of tribal employees' Open Season changes;

Start your awareness campaign early (such as the beginning of October) and follow through with consistent messages.

2. Inform tribal employees. You can do this in various ways. Here are some examples:

- ✓ Send an email to all tribal employees. Please include the following attachments in your Open Season announcement:
 - Attachment 2: Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure,
 - Attachment 3: *Tribal FastFacts “What to Consider During the FEHB Open Season for Tribal Employees.”*
- ✓ Distribute flyers to tribal employees (this is a great way to reach tribal employees who don't have easy access to the Internet). The flyers can include:
 - Attachment 2: Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure,
 - Attachment 3: *Tribal FastFacts “What to Consider During the FEHB Open Season for Tribal Employees.”*
- ✓ Post Open Season notices in hallways, cafeterias, and break rooms.
- ✓ Put the dates of Open Season (November 12 – December 10) on a footer on each email you and your human resources office staff send to tribal employees starting now through December 10, 2012 (whether the email specifically concerns Open Season or not).
- ✓ Add reminders to earnings and leave statements.
- ✓ Publicize Open Season information on your tribal employer's intranet site.
- ✓ Broadcast to your tribal employees who they can contact internally for help.

TIP: Please let your tribal employees know the dates of Open Season, how to make changes, or where to go if they have questions. You must make sure FEHB Open Season information reaches your tribal employees.

MATERIAL

It is the responsibility of the Tribal Benefits Officer to provide FEHB Open Season information to the tribal employees.

Ensure you have enough FEHB Open Season material. You can find detailed information about ordering and distributing materials in Tribal Benefits Administration Letter (TBAL) 12-702 at www.opm.gov/insure/health/tribes/reference/hr.asp. However, almost all materials are available online at www.opm.gov/tribalprograms.

1. **Open Season Tribal FastFacts.** A summary of important Open Season information is contained in the following *Tribal FastFacts* which is available on our website at www.opm.gov/insure/health/tribes/Fastfacts/index.asp: *Tribal FastFacts "What to Consider During the FEHB Open Season for Tribal Employees."*
2. **2013 FEHB Guide for Tribal Employees.** A complete listing of all the plans that participate in the FEHB Program and important FEHB enrollment information. The *Guide* is available at www.opm.gov/insure/health/tribes/2013tribeguide.pdf.
3. **FEHB brochures and flyers.** You may request paper FEHB plan brochures by contacting the plans directly. You can find FEHB plan contact information in TBAL 12-702 at www.opm.gov/insure/health/tribes/reference/hr.asp. All health plan brochures are also available electronically at www.opm.gov/health/tribes/planinfo.asp.
4. **Open Season Facebook page and Twitter.** OPM has an Open Season Facebook page and Twitter for Federal employees and annuitants which includes information on FEHB as well as other Federal Benefits Programs such as the Federal Employees Dental and Vision Insurance Program (FEDVIP) and the Federal Flexible Spending Account Program (FSAFEDS).

Tribal employers and tribal employees are welcome to use these resources for information on FEHB; however, please inform your tribal employees to disregard the non-FEHB information (such as FEDVIP or FSAFEDS information) as well as any retirement information.

If tribal employees cannot access these resources from work, please still distribute the links to them so they can view this information from home if they wish.

- Facebook: www.facebook.com/fedbenefits
- Twitter: <http://twitter.com/insurefeds>.

OPEN SEASON FAIRS

1. **Strength in numbers.** Tribal employees may find Open Season fairs a valuable resource for getting Open Season information. If your tribal employer has a small number of tribal employees, consider partnering with other tribal employers in your area. The plans in the FEHB Program usually receive more requests to attend Open Season fairs than they can accommodate, so be creative. Tribal employees value talking with plan representatives face-to-face, but you must advertise the event early and often to attract as many tribal employees as possible.
2. **Assure equal access for FEHB plans.** Open Season fairs in some locations are organized and hosted by participating FEHB plans. While this circumstance may be necessary, no one plan can be allowed to dominate an Open Season fair to the detriment of other participating plans. OPM works to ensure a level playing field for FEHB, and this spirit should prevail at Open Season fairs too.
3. **FEHB Plan Contacts.** Find plan contact information in Attachments 3-5 of TBAL 12-702. Health Plan representatives are expected to confine their presentations to benefit provisions and claims procedures of the specific plan they represent.
4. **Be supportive.** The fairs are an excellent source for tribal employees to obtain the information necessary to make informed benefit choices.

TRIBAL EMPLOYEE ENROLLMENT OPPORTUNITIES

1. **Enroll in FEHB.**
 - An eligible tribal employee who is not enrolled may enroll.
 - Enrollment in FEHB automatically continues year to year.
 - If your tribal employer participates in premium conversion, an eligible tribal employee who enrolls in **FEHB** may waive participation in premium conversion; **otherwise, participation in premium conversion is automatic.**
2. **Change enrollment or cancel enrollment in FEHB**
 - A tribal FEHB enrollee may change from one plan or option to another or change enrollment type.
 - A tribal FEHB enrollee may cancel his or her enrollment.
 - A tribal FEHB enrollee who currently participates in FEHB premium conversion may waive participation, or if he/she had previously waived premium conversion, may begin participation if their tribal employer participates in premium conversion.

FEHB OPEN SEASON FOR TRIBAL EMPLOYEES EFFECTIVE DATES

- **From not enrolled to enrolled**, the effective date is Sunday, January 1, 2013 following a pay period during any part of which the tribal employee was in pay status.
- **For enrollment change**, the effective date is Sunday, January 1, 2013 regardless of whether the tribal employee was in pay status during the preceding pay period.
- **For premium conversion change in election**, the effective date is Sunday, January 1, 2013.
- **For cancellation**, the effective date is **at the end of the day on** Saturday, December 31, 2012.