
FEHB Program Carrier Letter

All Fee-for-Service Carriers

U.S. Office of Personnel Management
Insurance Services Program

Letter No. 2006-13(c)

Date: May 1, 2006

Fee-for-Service [10] Experience-rated HMO [n/a] Community-rated HMO [n/a]

Subject: 2007 Technical Guidance and Instructions for Preparing Proposals for Fee-For-Service Carriers

Enclosed are the technical guidance and instructions for preparing your benefit proposals for the contract term January 1, 2007 through December 31, 2007. Please refer to our annual *Call Letter* (Carrier letter 2006-09) dated April 4, 2006, for *policy guidance*. Benefit policies from prior years remain in effect.

Send us your complete proposal for benefit changes and clarifications no later than **May 31, 2006**. Please send a copy of your proposal on a CD-Rom or other electronic means to your contract specialist in addition to a hard copy. Your proposal should include the corresponding language that describes your proposed changes for the brochure. You do not need to send your fully revised 2007 brochure by May 31.

Your OPM contract specialist will negotiate your 2007 benefits with you and finalize the negotiations in a closeout letter. Please send an electronic version of your fully revised 2007 brochure to your contract specialist within five business days following the receipt of the closeout letter **or** by the date set by your contract specialist.

We have implemented a new brochure process for 2007. The new process is a web application that uses database software. The web application will automatically generate a 508 compliant PDF. In June we will issue the *2007 FEHB Program Brochure Handbook* update and a *2007 FEHB Program Application User Manual*, and we will provide training for all plans on how to use the brochure application. In August we will also send you a brochure quantity form and other related Open Season instructions.

As a reminder, each year we assess carriers' overall performance. We take into consideration your efforts in submitting benefit and rate proposals on time and your accurate and timely production and distribution of brochures, as major factors in your plan's overall performance. Enclosed for your convenience is a checklist (Attachment VII) with the information you need to provide. Please return the completed checklist along with your benefit and rate proposals.

We look forward to working closely with you on these essential activities to ensure a successful Open Season again this year.

Sincerely,

Robert F. Danbeck
Associate Director
for Human Resources Products and Services

Enclosures