

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

FEHB	
Tribal Employer Responsibilities	<ul style="list-style-type: none"> • Order Open Season materials; • Distribute materials to tribal employees; and • Provide access to materials to ensure tribal employees make informed decisions. <p>You must ensure Open Season materials reach your tribal employees. TIP: Order enough materials to use all year to support new tribal employees, health benefits fairs, and ongoing tribal employee needs.</p>
FEHB Materials	<p><u>Tribal FastFacts - What to Consider During the FEHB Open Season for Tribal Employees</u> - Provides a snapshot of basic information on the upcoming FEHB Open Season for tribal employees. This Tribal FastFacts will be included in TBAL 16-703. We will also post it at www.opm.gov/healthcare-insurance/fastfacts/fehb-tribal-employees.pdf. Please distribute to your tribal employees.</p> <hr/> <p>You can view educational webcasts on FEHB at www.opm.gov/healthcare-insurance/tribal-employers/hr-personnel/#url=Training.</p> <hr/> <p><u>FEHB Plan Brochures</u> - Describes the plan's benefits, exclusions, and limitations. Brochures follow standard format for easy comparison. You can access these at www.opm.gov/healthcare-insurance/tribal-employers/plan-information. If you need paper copies, see page 2 for ordering instructions.</p> <hr/> <p><u>Standard Form (SF) 2809 (Health Benefits Election Form)</u> - The online edition of the SF 2809 must be downloaded from www.opm.gov/forms/pdf_fill/sf2809.pdf and printed for completion by the tribal employee. TIP: Screen-fillable SF 2809 can be accessed at www.opm.gov/forms/pdf_fill/sf2809.pdf.</p> <hr/> <p><u>Summary of Benefits and Coverage</u> - FEHB plans make available a Summary of Benefits and Coverage (SBC) about each of their health coverage options to help enrollees make an informed choice. The FEHB plan's SBC summarizes important information to help enrollees compare benefits and coverage across the plan's various options. Enrollees can find an FEHB plan's SBC at www.opm.gov/healthcare-insurance/tribal-employers/plan-information/summary-of-benefits or by visiting the FEHB plan's website. Enrollees can request a paper copy by calling the plan.</p>

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Online Brochures	Brochures will be available on our website at www.opm.gov/healthcare-insurance/tribal-employers/plan-information in early November. Support our Going Green initiative and encourage tribal employees to use our website as their primary resource by visiting www.opm.gov/healthcare-insurance/tribal-employers/plan-information .
Ordering Paper Copies of Brochures and Other Materials	Request fee-for-service (FFS) plan, health maintenance organization (HMO) plan, consumer driven health plan (CDHP), and high deductible health plan (HDHP) brochures directly from health plan contacts listed in Attachment 3 and Attachment 4. TIP: Remember to order brochures for your Temporary Continuation of Coverage (TCC) enrollees and new employees. 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.
Materials for the Visually Impaired	You must let the visually impaired know information for FEHB is available and accessible on the Internet at www.opm.gov/healthcare-insurance/tribal-employers/plan-information . Please see Attachment 4 for contact information to order fee-for-service (FFS) plan materials for the visually impaired.
Distributing Brochures	Keep a supply of brochures on hand for reference and distribution to tribal employees who enroll or change plans. Only OPM authorized brochures should be distributed to tribal employees. TIP: Inform your tribal employees that they can access FEHB health plan brochures at www.opm.gov/healthcare-insurance/tribal-employers/plan-information for their review.