



*United States Office of Personnel Management
The Federal Government's Human Resources Agency*

Benefits Administration Letter

Number: 22-401

Date: September 6, 2022

Subject: 2022 Federal Benefits Open Season: Announcement

Welcome to the first in our series of 2022 Federal Benefits Open Season Benefits Administration Letters (BALs) for the Federal Flexible Spending Account Program (FSAFEDS), Federal Employees Dental and Vision Insurance Program (FEDVIP), and Federal Employees Health Benefits (FEHB) Program. This BAL provides general information about this year's Federal Benefits Open Season, which runs from **Monday, November 14, 2022, through Monday, December 12, 2022.**

As a reminder, the Federal Employees' Group Life Insurance (FEGLI) Program and the Federal Long-Term Care Insurance Program (FLTCIP) **do not** participate in the annual Federal Benefits Open Season.

Open Season Opportunities

During the annual Open Season, eligible employees can enroll, change plans or plan options, change enrollment type, or cancel their enrollment for FEDVIP and the FEHB Program. Employees can also re-enroll or newly enroll in FSAFEDS.

You are responsible for ensuring that your employees are aware of the dates of Open Season, how to make changes, and which changes they can make. We appreciate your efforts to ensure you are prepared to administer Open Season, including timely processing of enrollments and enrollment changes.

We strongly encourage you to be creative regarding how you share information with employees. This may include information on your email signature line, lunch and learn sessions, and social media.

Employees find Open Season fairs a valuable resource for getting Open Season information. We strongly encourage you to consider ways to provide information to employees such as virtual events, webcasts, or webinars that provide equitable access to hybrid, remote, and shift workers. Many health plan contacts host virtual events to provide information about Open Season to their enrollees and others. You may contact health plan contacts for ideas and suggestions on providing information. [Plan contact information](#) is available on our website.

Pre-Open Season Materials (Attachments)

The items below are pre-Open Season materials to help employees consider and assess the various choices available to them as they make their Open Season benefits decisions. You are responsible for providing timely educational materials to your employees, which may include the below, by using the most suitable distribution method to meet their needs.

1. Sample Email to Employees (Attachment 1) – an email template to announce the upcoming Federal Benefits Open Season to your employees
2. Circle 'Round Your Benefits (Attachment 2) – a diagram to help enrollees understand how the three programs that participate in Open Season (FSAFEDS, FEDVIP, and FEHB) work together

Additional resources can be found on our [Open Season website](#).

Upcoming Benefits Administrations Letters

You will receive BALs on the following topics in the upcoming months:

BAL 22-402 - 2022 Federal Benefits Open Season: Ordering and Distributing Materials and Conducting the Open Season - Provides information on how to order and distribute Open Season materials including Program-specific materials. Materials on employee counseling, plan contacts, Open Season actions, effective dates and employing office actions will be [posted on our website](#).

BAL 22-403 – 2021 Federal Benefits Open Season: Significant Plan Changes - Provides information on significant events affecting FSAFEDS and certain plans in FEDVIP and the FEHB Program which must be communicated to employees. This BAL also provides instructions on the actions that employing agencies must take in certain situations, such as when an FEHB enrollee in a terminating plan

or plan option fails to change plans during Open Season. We will release this BAL following the announcement of the 2023 premium rates. (Subsequent changes will be issued in follow-on BALs, as appropriate.)

You can find posted [BALs on our website](#).

Timeline of Open Season Events

What	Anticipated Issue Date
BAL 22-402	Early to Mid-September
2023 premium rates announced and posted on OPM website	Late September
BAL 22-403	Early to Mid-October
Open Season information posted on OPM website	Early November
Open Season	November 14 - December 12, 2022

Where to Go for More Information

Visit our website at www.opm.gov/insure to learn more about these Programs. You will find specific Federal Benefits Open Season information on www.opm.gov/openseason by the first week in November.

If you have specific questions, please contact your [agency's benefits officer](#).

Sincerely,

Laurie E. Bodenheimer
Associate Director
Healthcare and Insurance