



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

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## **Benefits Administration Letter**

**Number:** 22-402

**Date:** October 14, 2022

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### **Subject: 2022 Federal Benefits Open Season: Ordering and Distributing Materials and Conducting the Open Season**

This Benefits Administration Letter (BAL) is the second in our series of 2022 Federal Benefits Open Season BALs. This BAL (22-402) provides instructions for ordering and distributing Open Season materials including program-specific materials 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 also provides instructions on conducting the Federal Benefits Open Season.

**This year's Federal Benefits Open Season will run from Monday, November 14 through Monday, December 12, 2022.**

The following attachments provide information regarding your responsibilities for the upcoming Federal Benefits Open Season:

- **Attachment 1:** Provide Information about the Federal Benefits Open Season
- **Attachment 2:** Process Enrollment Actions

**Open Season [resource materials](#) will be available on our website. You may distribute this link to the materials to your employees.**

## **Brochures**

Encourage your employees to access all [FEHB brochures](#) online.

All FEHB and FEDVIP brochures are available on the OPM website in a Section 508-compliant format. Individuals may download a PDF version of the brochure for printing, if desired.

Please be aware that the deadline has now passed to order print FEHB Fee-for-Service (FFS) health plan brochures. If you did not order a supply of FFS health plan brochures, you can access these [FEHB Brochures](#) on our website.

You can request printed HMO plan brochures directly from the health plan contacts as described below.

You may obtain printed [FEDVIP brochures](#) from the FEDVIP plans directly. You can also download the brochures and find [dental](#) and [vision](#) plan contact information.

You may also obtain [FSAFEDS](#) marketing materials.

## **Plan Contacts**

[Plan contact](#) information for items listed below are available on our website.

- FEDVIP Plan Contacts for Requesting Brochures and Organizing Open Season Fairs
- FEHB Plan Contacts for Requesting HMO Brochures
- FEHB Plan Contacts Regarding Enrollment
- FEHB Plan Contacts for Ordering Materials for the Visually Impaired
- FEHB Plan Contacts for Organizing Open Season Fairs

## **Health Fairs**

Contact the individual FEHB Carriers to request their participation in health fairs (in-person or virtual). [Plan contacts](#) for health fairs are available on our website.

## **Public Use Files**

The purpose of the OPM FEHB and FEDVIP Plan and Benefits Information (PBI) [Public Use Files](#) (PUFs) is to provide agencies with detailed information on FEHB and FEDVIP plans in Excel format, including information on rates and benefits. This data will be available for download in October.

The PUFs are designed for agency system use. Please direct your employees to the [Plan Comparison Tool](#) or the [Plan Information](#) pages.

## **Premiums**

[FEHB](#) and [FEDVIP](#) premiums will be posted on our website in October. For 2023 there are several FEHB choices where the enrollee share of premiums for the Self Plus One enrollment type will be higher than for the Self and Family enrollment type. Enrollees who wish to cover one eligible family member are free to elect either the Self and Family or Self Plus One enrollment type. Enrollees should carefully check the rates of their current plan and any other plan options they are considering. If the Self and Family enrollee premium is less expensive, they may want to choose that enrollment type.

## **Additional Information**

If you are not already receiving the Benefits Info Listserv, please subscribe by sending an email to [BENEFITSINFO@LISTSERV.OPM.GOV](mailto:BENEFITSINFO@LISTSERV.OPM.GOV). In the body of the email, please indicate that you would like to be added to the listserv and include your first and last name.

For specific questions about the Federal Benefits Open Season, please contact your agency's benefits officer. If you do not know who the benefits officer is, please refer to <http://apps.opm.gov/abo/> where you will find a list of agencies and their headquarters-level benefits officers.

Sincerely,

Laurie Bodenheimer  
Associate Director  
Healthcare and Insurance