

Attachment 1: Easy to Use Chart for Ordering and Distributing Federal Employee Health Benefits (FEHB) Program Materials

	Federal Employees Health Benefits (FEHB) Program
Tribal Employer Responsibilities	<ul style="list-style-type: none"> • Order Initial Enrollment Opportunity (IEO) materials • Distribute materials to eligible tribal employees • Provide access to materials to ensure eligible tribal employees make informed decisions. <p>You must ensure IEO materials reach your employees.</p> <p>TIP: Order enough materials to use all year to support new employees, benefit fairs, and ongoing employee needs.</p>
FEHB Program Materials	<p><u>The 2012 FEHB Guide for Tribal Employees</u> - Provides summary information on the FEHB Program and lists the participating plans. Summary information includes plans available in each state, rates, benefits, and quality indicators. You can find electronic versions of the <i>Guide</i> at www.opm.gov/insure/health/tribes/2012tribeguide.pdf.</p> <p>TIP: If you are unable to provide FEHB brochures for the geographical area in which an employee resides, please provide them with plan telephone number(s) listed in the 2012 FEHB Guide for Tribal Employees. The tribal employee can then contact the plan directly for a brochure.</p> <p><u>FEHB Program Tribal FastFacts: The Federal Employees Health Benefits (FEHB) Program for Tribal Employees</u> – Provides an overview of the FEHB Program We will also post it at www.opm.gov/insure/health/tribes/FastFacts.pdf. Please distribute this to your tribal employees.</p> <p>We will issue other FastFacts on topics relating to the FEHB Program throughout the year via the Tribal Programs listserv. These FastFacts will also be available at www.opm.gov/tribalprograms.</p> <p><u>FEHB Plan Brochures</u> - describes the plan’s benefits, exclusions, and limitations. Brochures follow a standard format for easy comparison. You can access these at www.opm.gov/insure/health/tribes/planinfo/index.asp. If you need hard copies, see page 2 for ordering instructions.</p> <p><u>Standard Form (SF) 2809 (The Health Benefits Election Form)</u></p> <p>TIP: Screen-fillable SF 2809 can be accessed at www.opm.gov/forms/pdf_fill/sf2809.pdf.</p>

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	FEHB
Distributing Brochures	<p>Keep a supply of brochures on hand for reference and distribution to tribal employees who enroll or change plans. Only Office of Personnel Management (OPM) authorized brochures should be distributed to tribal employees.</p> <p>TIP: Inform your employees that they can access FEHB health plan brochures at www.opm.gov/insure/health/tribes/planinfo/index for their review.</p>
Online Brochures	<p>Brochures are available on our website at www.opm.gov/insure/health/tribes/planinfo/index.asp . Support our Going Green initiative and encourage employees to use our website as their primary resource by providing the following address: www.opm.gov/insure/health/tribes/planinfo/index.asp</p>
Ordering Hardcopy Brochures and Other Materials	<p>Request Fee-for-Service (FFS), Health Maintenance Organization plan (HMO), Consumer Driven Health Plan (CDHP), and High Deductible Health Plan (HDHP) brochures directly from health plan contacts listed in Attachments 2 and 3. If you do not receive your health plan brochures, contact the health plans.</p>
Materials for the Visually Impaired	<p>You must let the visually impaired know information for the FEHB Program is available and accessible on the Internet at: www.opm.gov/insure/health/tribes/planinfo/index.asp</p> <p>Please see Attachment 4 for contact information to order FFS plan materials for the visually impaired.</p>