

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

86-16

11/10/16

FEDERAL EMPLOYEE HEALTH BENEFITS 2016 OPEN SEASON

I. PURPOSE

This notice announces the Federal Employees Health Benefits (FEHB) open season from November 14, 2016 until December 12, 2016. During the open season, eligible employees may:

1. Enroll in a health benefits plan;
2. Change their health insurance plan or option;
3. Change from “self only” to “self and family” coverage (or vice versa);
4. Cancel enrollment; or
5. Change participation in the FEHB premium conversion (pre-tax FEHB withholding).

II. SIGNIFICANT CHANGES REGARDING THE FEHB 2016 OPEN SEASON

A. Under the “Green” initiative, health providers no longer send brochures or preferred provider guides unless employees request them. Because some plans make significant changes from one year to the next, employees should review their plan’s 2017 brochure to determine whether the plan still meets their coverage needs. See section III for information on obtaining brochures.

B. If an employee’s current plan dropped out of the FEHB Program or terminated an enrollment code, employees need to change their health plan during open season, or they will not have FEHB coverage in 2017.

III. OBTAINING HEALTH INSURANCE BROCHURES AND FORMS

A. OPM no longer produces a Guide to Federal Benefits or individual plan brochures. To obtain health insurance brochures and forms, employees can view or print open season information at the Office of Personnel Management’s (OPM) web site:

<http://www.opm.gov/insure/health>.

B. Employees may obtain the SF-2809, *Health Benefits Election Form* at:

https://www.opm.gov/forms/pdf_fill/sf2809.pdf, or by contacting the Employee Services Section at: 1-800-370-3747, option 3.

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 11/1/17

OPI: OPPD

IV. MAKING CHANGES DURING THE FEHB 2016 OPEN SEASON

A. To make an FEHB open season change, employees can process the change through the Employee Personal Page (EPP) beginning November 14, 2016 through December 12, 2016.

B. The EPP provides electronic employee self-service through the National Finance Center (NFC) at <https://www.nfc.usda.gov/epps/index.aspx>.

C. To use EPP, employees need a User ID and Password or their e-Authentication login. If employees are changing health plans, they will need the 3-character code of the health plan in which they are enrolling. In addition, if employees are enrolling in “self and family” coverage or “self plus one”, they will need the eligible family members’ names, social security numbers, and dates of birth.

D. Employees should print a copy of their completed enrollment for their personal records.

E. If an employee is retiring on or before December 31, 2016, they are not to use the EPP to process their open season change. Instead, they are to complete the SF-2809 and write at the top “RETIRING ON (DATE)” so that the form is properly processed with their retirement papers.

F. Employees may also submit changes by hard copies of the [SF-2809](#) via mail or fax:

USDA, FSIS, HROD
Employee Services Section or Fax: 612-370-2062
100 N 6th Street, Suite 420-C
Minneapolis, MN 55403

G. All forms need to be received at the above address or fax by December 12, 2016.

H. FEHB open season changes will be effective January 08, 2017.

I. To make a Flexible Spending Account (FSA) change, employees are to go to www.fsafeds.com or call (877) 372-3337. Hearing impaired employees may call the FSAFEDS TTY line at (800) 952-0450.

J. To make a Federal Employee Dental and Vision Program (FEDVIP) change, employees are to go to www.benefeds.com or call BENEFEDES at (877) 888-3337. Hearing impaired employees may call (877) 889-5680. All FSA and FEDVIP elections need to be made by December 12, 2016. FSA and FEDVIP open season changes will be effective January 08, 2017.

V. QUESTIONS

For more information, go to: [Healthcare & Insurance](#) (Level 2 eAuthentication is needed to access this site) or contact the Employee Services Section at: 1-800-370-3747, option 3.



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