

FEHB Program Carrier Letter

All Community-Rated Carriers

U.S. Office of Personnel Management
Insurance Services Programs

Letter No. 2004-06

Date: May 7, 2004

Fee-for-service [n/a] Experience-rated HMO [n/a] Community-rated [5]

SUBJECT: 2005 RATE INSTRUCTIONS --Community-Rated Carriers

This letter provides instructions on preparing your 2005 rate proposal. Please use the enclosed documents to prepare your proposal. You must submit your proposal and the completed attachments by May 31, 2004. May 31 is the deadline required by regulations and no one can grant extensions.

See the enclosed "OPM Community Rating Guidelines - 2005" for pertinent definitions and an overall view of our community rating policy for 2005.

If you are a small carrier (see guidelines for definition), you may:

- 1) Elect to submit as a large carrier (in which case, we will consider you as a large carrier);
- 2) Elect to submit as a small carrier and
 - a) If your 2004 income from the Federal group will be \$500,000.00 or more,
 - you must submit Attachments I, IA, IIB, and IIC, and
 - **complete Attachments II and IIA and keep them on file and available for OPM review; or**
 - b) If your 2004 income from the Federal group will be less than \$500,000.00,
 - you must submit Attachments I, IIB, and IIC, and
 - you do not need to complete or retain Attachments II or IIA.

If you are a large carrier (see guidelines for definition), you must complete and submit to OPM, Attachments II, IIA, IIB, and IIC.

This proposal is being E-Mailed to you as a word document. This year your proposal should be submitted electronically. Please E-Mail your proposal as a word document to Actuary@opm.gov. Please send any additional information by overnight delivery to each of the following addresses:

Mr. Frank D. Titus
Assistant Director for Insurance Services Programs
Office of Personnel Management
1900 E Street, N.W., Room 3400
Washington, DC 20415-0001

And

Ms. Nancy H. Kichak,
Deputy Associate Director

Center for Workforce Planning and Policy Analysis
Office of Personnel Management
1900 E St, NW, Rm 4307
Washington, DC 20415

Please remember your first quarter enrollment report, Table 1, was due on April 15 to:

Mr. Eric D. Figg
Office of Personnel Management
Insurance Services Programs
1900 E Street, N.W., Room 3415
Washington, DC 20415-0001

Or Fax To (202) 606-0036.

Please direct your questions about the 2005 rate submission to Sherry Simon or Jim Quayle at (202) 606-0722, or actuary@opm.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Frank D. Titus".

Frank D. Titus
Assistant Director
for Insurance Services

Enclosures