



Benefits Administration Letter

Number: 15-210

Date: October 22, 2015

Subject: Self Plus One in the 2015 Open Season

PURPOSE

The purpose of this Benefits Administration Letter (BAL) is to provide you with information and materials to distribute to your employees during the 2015 Federal Benefits Open Season (Open Season) regarding the new Self Plus One enrollment type.

BACKGROUND

As a result of the Bipartisan Budget Act of 2013, the Self Plus One enrollment type will be available beginning in January 2016. The first opportunity to enroll in Self Plus One will be during the annual Open Season, which runs from Monday, November 9, 2015 through Monday, December 14, 2015.

COMMUNICATION

In advance of and during the 2015 Open Season, agencies are encouraged to create a comprehensive communications strategy for educating employees about the new Self Plus One enrollment type. This communications strategy should employ the following methods.

Send all agency emails to your employees

Agencies are encouraged to send all agency emails in late October, mid-November, and early December. Sample language is provided in Attachment 4.

Advertise on your intranet and/or agency newsletter

We urge you to incorporate the following messages, which emphasize the importance of reviewing FEHB enrollment choices available for plan year 2016, into your intranet, newsletter, or employee blog messaging before and during the upcoming Open Season:

- Shop around for the Right FEHB Plan in 2016
- Use the Plan Comparison Tools: Is Self Plus One the Right Choice for you in 2016?
- Just you and your child? Or Just you and your spouse? – consider Self Plus One.

- Self Plus One is new this year—you will not be automatically enrolled: Take Action!
- Currently enrolled in two Self Only plans? — consider Self Plus One.
- Enrollment in Self Plus One is voluntary—review your options for 2016.

Consider using the flyer, logo, or table tent insert files provided in Attachments 2, 6, and 1. Consider posting the FAQs and FastFacts for employees to reference. You should also link to OPM’s website www.opm.gov/selfplusone as a resource for more information.

Post flyers throughout your work locations

A flyer is provided in Attachment 2. Please display this flyer throughout your physical workspace. Suggested locations include on community bulletin boards, in your HR office, in break rooms and/or shared kitchen spaces, in the cafeteria, and in elevators and stairways. You may also want to distribute this flyer to managers and supervisors throughout your building and ask them to display them prominently. The flyer includes a fillable section where you can provide contact info for your agency’s HR office.

Utilize table tents in your cafeteria or other shared workspaces

A table tent insert is provided in Attachment 1. If you have table tents in your cafeteria, please display these inserts throughout Open Season.

Distribute FAQs and FastFacts to HR personnel and call center staff

Ensure that your HR and/or call center staff are educated about the new Self Plus One enrollment type by distributing the attached FAQs (Attachment 5), FastFacts (Attachment 3) and be sure to include a link to www.opm.gov/selfplusone. Make sure they have are familiar with the following Benefits Administration Letters related to the Self Plus One enrollment type:

- BAL 14-203: Federal Employees Health Benefits (FEHB) Program: Self Plus One Enrollment
- BAL 14-213: Federal Employees Health Benefits (FEHB) Program: Self Plus One Enrollment
- BAL 15-208: Federal Employees Health Benefits (FEHB) Program: Self Plus One Operational Issues
- BAL 15-209: Federal Employees Health Benefits (FEHB) Program: Self Plus One and Survivor Annuitants

ATTACHMENTS

Attached are Open Season materials specific to Self Plus One that will help you in developing your communications strategy. You are responsible for providing these educational materials to your employees. These materials are:

- Attachment 1: Table tent insert—use this in table tents on cafeteria tables.
- Attachment 2: Flyer – use this throughout your physical work locations and on your agency’s intranet.
- Attachment 3: FastFacts – use this to educate your HR personnel and distribute to

employees. You can also link to this on your agency's intranet.

- Attachment 4: Sample language for all agency emails. Please send these emails in late October, mid-November, and early December.
- Attachment 5: FAQs—use this to educate your HR personnel and link to this information on your agency's intranet.
- Attachment 6: Self Plus One logo—use this on your agency's intranet.

MORE INFORMATION

Please visit our website at www.opm.gov/selfplusone to learn more about the Self Plus One enrollment type.

If you have specific questions, please contact your agency's benefits officer. If you do not know who this person is, please go to <http://apps.opm.gov/abo> to find a list of agencies and their headquarters benefits officers.

Sincerely,

John O'Brien
Director
Healthcare and Insurance