



## ***Benefits Administration Letter***

**Number: 14-213**

**Date: December 30, 2014**

**Subject: Federal Employees Health Benefits (FEHB) Program: Self Plus One Enrollment**

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### Purpose

The purpose of this letter is to provide guidance regarding the new enrollment type, Self Plus One, under the Federal Employees Health Benefits (FEHB) Program. This letter outlines agency responsibilities for systems changes necessary for implementing the Self Plus One enrollment type.

The effective date for the new Self Plus One enrollment type will be January, 2016. Therefore, the annual Open Season beginning on November 9, 2015 will include the Self Plus One enrollment type in the available enrollment choices.

Our initial Benefits Administration Letter (BAL) 14-203 on the FEHB Program Self Plus One Enrollment was published on March 24, 2014 and is available at [www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2014/14-203.pdf](http://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2014/14-203.pdf).

In order to accept and process the Self Plus One enrollment type, agency systems must be updated as follows:

### Electronic enrollment systems:

- Self-service systems that allow Qualifying Life Event (QLE) changes outside of open season must be updated to allow appropriate changes to Self Plus One.
- Self-service systems must be updated to allow changes to the family member data in a Self Plus One enrollment when there is no change in the enrollment code.
- Self Plus One must allow only one family member to be entered.

### All systems:

- Databases, fields and files must accept, process, transmit and/or display the numerals 3 and 6 in the 3<sup>rd</sup> position of the enrollment code field.
- Databases, fields and files that contain and/or pass premium amounts must be updated to accommodate the Self Plus One premium.

OPM has estimated that approximately 30 percent of the FEHB enrollments are Family enrollments with only one family member. Thus, there may be as many as one million changes to the Self Plus One enrollment type. Agencies whose systems are not ready to process Self Plus One enrollments risk delays in the processing of I.D. cards and claims processing, as well as lost forms and changes not being processed.

For those agencies that transmit enrollment information to the OPM-Macon Data Hub, the agency flat file *FEHB Data Hub SF 2809* must be updated for Self Plus One enrollment code in field 23 of the file layout as the Data Hub system transmits the enrollment code to the Carrier. Please ensure that your internal system will successfully transmit the new Self Plus One codes to the Data Hub. The OPM-Macon Data Hub will conduct testing for the *FEHB Data Hub SF 2809* file in the Spring of 2015. Additional information on the testing will be released at a later date.

To ensure a smooth transition to a three tiered enrollment model, OPM recommends that a comprehensive end to end testing plan is developed for all systems that contain enrollment codes and/or premium data.

Please complete the attached status report (Attachment 1) and return to [selfplusone@opm.gov](mailto:selfplusone@opm.gov) by January 31, 2015.

In addition, OPM is researching the impact of notifying Carriers electronically when there is an addition or deletion of family members under a Self and Family enrollment. To assist OPM, please complete Attachment 2 and submit to [selfplusone@opm.gov](mailto:selfplusone@opm.gov) by January 31, 2015.

### Conclusion

Agencies and payroll offices must ensure their systems will be able to process the Self Plus One enrollments for the 2015 Open Season which begins November 9, 2015. All enrollment systems, policies, procedures, and instructions must be updated to include the Self Plus One enrollment type. In addition, all testing must be completed no later than September 1, 2015 to ensure implementation. Information concerning which QLEs are affected by the Self Plus One enrollment code will be released at a later date.

### Questions

Should you have any questions, please email [selfplusone@opm.gov](mailto:selfplusone@opm.gov).

Sincerely,

John O'Brien  
Director Healthcare and Insurance