



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

HUMAN CAPITAL OFFICE

Attachment B - Eligible for Health Benefits

This notice is to inform you of your recent opportunity to enroll in the Federal Employees Health Benefits (FEHB) Program. This is an informational notice, and if you have already submitted a form for enrollment in this program, no further action is necessary.

Forms and guides pertaining to the FEHB program is:

- SF 2809, *Health Benefits Election Form*, and RI 70-1, *FEHB Program Guide*

You may review this information on the Office of Personnel Management (OPM) website

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

It is your responsibility to carefully review your plan choices in order to select the plan which best meets your needs. To obtain information on the individual insurance plans, you must either contact the carriers directly or visit the FEHB website listed above. When contacting the insurance carriers, it is important to inform them that you are a federal employee to ensure you receive the correct enrollment information.

If you elect to enroll in FEHB, you must complete the health insurance questionnaire **within 60 days** of your start date; otherwise, you will not be eligible to enroll until the next Benefits Open Season or you experience a valid qualifying life event (QLE). Note: If you elect self and family coverage, you must review the SF2809 instructions carefully to ensure you only list eligible family members on the plan.

Your health insurance coverage will become effective on the first day of the pay period following the receipt of the completed health insurance questionnaire, and that follows a pay period during any part of which you were in a pay status (5 CFR 890.301). A confirmation of enrollment letter will be mailed to your address of record within 2-3 weeks of the date the form is processed.

If you transferred to IRS without a break in service of more than 3 days, IRS will transfer your current enrollment. Unless you have a valid Qualifying Life Event (e.g., moved out of HMO's service area) your current enrollment will remain in effect.

Note: The Part Time Career Act specifically excludes temporary and intermittent employees; meaning eligible full-time temporary, seasonal, and intermittent employees will receive a full government contribution to premium and are not subject to prorated premium amounts.

If you are placed in non-pay status, you are still required to submit the health insurance enrollment questionnaire within 60 days of your start date; however, if your form is received in our office after you have been placed in a non-pay status, the effective date of your health insurance coverage may be delayed until after you return to a pay status.

What happens to your benefits if you are placed in a non-pay status?

When your salary is insufficient to pay the employee portion of the FEHB premium for the pay period, you will receive a FEHB Options While in Non-Pay/Insufficient Pay Status letter. In this letter, you will have one of two choices:

1. Terminate your coverage: If you elect to terminate FEHB coverage, you will have 60 days after your initial return to pay status to re-enroll.
2. Continue your coverage and either pay the premiums directly to the National Finance Center or accrue a debt. Debt collection will begin following your return to duty/sufficient pay status.

If you elect to continue coverage and accrue a debt, if your pay becomes insufficient again (for example, non-pay status, unpaid leave, or not enough salary to cover payments for any reason, you must send payment for your premiums by check or money order directly to the NFC. If you do not send your payment when due, your debt will become delinquent. Likewise, if you separate from employment, your HIR debt will become due immediately and in full. If you do not pay the debt in full, it will become delinquent.

If the HIR debt becomes delinquent, we will start processes to collect it through salary offset as provided for in 5 U.S.C. § 5514.

Once delinquent, we will immediately begin to collect 15 % of your disposable pay per pay period until the debt is paid in full or otherwise resolved. We will also refer delinquent non-tax debts that are over 120 days old to the Department of Treasury, Bureau of the Fiscal Service (BFS), for further enforced collection actions. These actions could include the following:

- Reporting information to credit bureaus
- Referring debts to collection agencies,
- Garnishing wages
- Offsetting salary or other federal payments such as tax refunds, awards, travel reimbursements, and advances, as allowed by law
- Treasury charging an additional administrative fee of at least 28% if referred to them for collection.

Note: Having a delinquent debt is a violation of the Office of Government Ethics (OGE) Standards of Ethical Conduct, Section 2635.809 and could result in disciplinary action, up to and including removal from the Service.

Beginning January 1, 2014, the Affordable Care Act's individual shared responsibility provision requires each individual (including children) to maintain minimum essential health coverage (known as "minimum essential coverage" or "MEC") for each month of the year beginning; or qualify for an exemption; or make a payment when filing his or her Federal income tax return.

If your FEHB enrollment is terminated, then you should review the information on the IRS website at <https://www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-on-Employer-Shared-Responsibility-Provisions-Under-the-Affordable-Care-Act> regarding the individual shared responsibility requirements.

Additional Health Enrollment Option:

Eligibility for FEHB also allows you the opportunity to enroll in Flexible Spending Account (FSA). An FSA allows employees to pay eligible medical and dependent care expenses with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes you would otherwise pay on that money.

How to enroll in FSA:

You can apply either online at www.FSAFEDS.com or contact a FSAFEDS customer service representative by calling toll-free 1-877-372-3337 or TTY/TDY 1-800-952-0450 or email a specific question to fsafeds@adp.com to learn more about the program.

Your FSA contributions will be made by payroll deduction and are completely voluntary. Your employer will not make contributions to your account. The accounts are funded with pre-tax earnings, which reduces your taxable income. Therefore, each year the IRS will revise the max and minimum pre-tax FSA contribution limits. Additional information on the FSA program can be found on OPM's website [Flexible Spending Accounts \(opm.gov\)](http://www.opm.gov).

FSA open seasons normally run simultaneously with the Federal Employees Health Benefits Open Season which runs from Monday of the second full workweek in November through the Monday of the second full work week in December. **Employees must re-enroll each year to continue to participate.**