



LIBRARY OF
CONGRESS

Federal Employee Benefits and Retirement

New Employees Orientation Overview

Human Resources Services
October 2016

(1)



Presentation Goals

Provide an overview of the federal employee benefits and retirement programs:

- Health, Dental, and Vision Insurance
 - Flexible Spending Accounts
 - Life Insurance
 - Long Term Care Insurance
 - Retirement
 - Thrift Savings Plan
 - Beneficiaries
 - Resources



Employees Transferring to LOC from another Federal Agency

Transferring without a break in service:

- LOC will transfer in your current health & life insurance, and continue your current TSP Tradition (regular) or Roth contribution deductions in effect from your previous federal agency.

In order to continue the following deductions from your pay you must directly notify the Employee Services Section (Payroll):

- TSP Loans or TSP Catch-up Contributions
- CFC

Note: Please keep in mind that if payroll is not notified these deductions will not be withheld from your pay.



Employees Transferring to LOC from another Federal Agency

Transferring without a break in service continues:

- If you are enrolled in FEDVIP, FSA or FLTCP, you must contact the plan administrators directly to inform them you have changed federal agencies.

FEDVIP: BENEFEDS at 1-877-888-3337 or TTY: 1-877-889-5680

FSA: FSAFEDS at 1-877-372-3337 or TTY: 1-800-952-0450

FLTCP: LTCFEDS at 1-800-582-3337 or TTY: 1-800-843-3557



Federal Employee Health Benefits Program (FEHB)

Types of Plans to choose from:

- **Fee-for-Service (FFS) Plans (non-PPO)**

A traditional type of insurance in which the health plan will either pay the medical provider directly or reimburse you after you have filed an insurance claim for each covered medical expense.

- **Fee-for-Service (FFS) Plans with a Preferred Provider Organization (PPO)**

An FFS option that allows you to see medical providers who reduce their charges to the plan; you pay less money out-of-pocket when you use a PPO provider.

- **Health Maintenance Organization (HMO)**

A health plan that provides care through a network of physicians and hospitals in particular geographic or service areas.



Federal Employee Health Benefits Program (FEHB)

Types of Plans to choose from continues:

- **HMO Plans Offering a Point of Service (POS) Product**

In an HMO, the POS product lets you use providers who are not part of the HMO network.

- **Consumer-Driven Health Plans (CDHP)**

Provides you with the freedom in spending health care dollars the way you want.

- **Health Reimbursement Arrangement (HRA)**

Health Reimbursement Arrangements are a common feature of Consumer-Driven Health Plans. They may be referred to by the health plan under a different name, such as Personal Care Account.



Federal Employee Health Benefits Program (FEHB)

Types of Plans to choose from continues:

- **Health Savings Account (HSA)**

A health savings account allows individuals to pay for current health expenses and save for future qualified medical expenses on a pretax basis.

- **High Deductible Health Plan (HDHP)**

A High Deductible Health Plan provides comprehensive coverage for high-cost medical events and a tax-advantaged way to help you build savings for future medical expenses.



Federal Employee Health Benefits Program (FEHB)

Resources:

- OPM Website – plan/cost comparison tool
- Human Resources Services/Employee Services Website

Changes/Elections (outside of new employment):

- Qualified Life Event (QLE)
- Open Season

Few QLE examples: marriage, divorce, birth of a child, legal adoptions, or moving out of the commuting area.



Federal Employee Health Benefits Program (FEHB)

Key Dates and Guidelines:

- Everyone must submit an SF-2809 to elect or waive coverage.
- Submit SF-2809 within 60 calendar days of appointment date.
- Coverage begins the first day of the next pay period after Human Resources Services, Employee Services receives your election form.
- Health Insurance “ID Cards” will come directly from the carrier within 6 to 8 weeks after enrollment.



Federal Employee Dental and Vision Insurance Programs (FEDVIP)

Eligibility:

- FEDVIP benefits are available to eligible Federal employees, retirees and their eligible family members.
- You must be eligible to participate in the Federal Employees Health Benefits Program (FEHB) to enroll in FEDVIP. You do not have to enroll in FEHB to enroll in FEDVIP.

Types of Plans:

- Eligible individuals can enroll in a dental plan and/or a vision plan. They may enroll in a plan for Self-only, Self plus one, or Self & Family coverage.



Federal Employee Dental and Vision Insurance Programs (FEDVIP)

Premium Payments:

- Employees automatically pay premiums through payroll deductions using pretax dollars.

Resources

- OPM website - plan/cost comparison tool
- Human Resources Services, Employee Services Website

Changes/Elections (outside of new employment):

- Qualified Life Event (QLE)
- Open Season



Federal Employee Dental and Vision Insurance Programs (FEDVIP)

Key Dates and Guidelines:

- You have 60 calendar days from your appointment date to enroll.
- You must enroll through the BENEFEDS website at www.benefeds.com or call BENEFEDS at 1-877-888-3337 or TTY: 1-877-889-5680
- Coverage begins the first day of the next pay period after BENEFEDS receives your enrollment.
- Dental and/or Vision Insurance “ID” cards will come directly from the carrier or employee can download from carrier website depending on plan selected



Federal Flexible Spending Accounts Program (FSAFEDS)

Program:

- Allows expenses with pretax dollars.
- Offers three different types of flexible spending accounts (FSAs)
 - Health care flexible spending account (HCFSA)
 - Limited expense health care flexible spending account (LEX HCFSA)
 - Dependent care flexible spending account (DCFSA)
- You deal directly with FSAFEDS



Federal Flexible Spending Accounts Program (FSAFEDS)

Summary of Accounts

- **Health Care FSA (HCFSA)** is used to pay for eligible health care expenses that are not covered under your insurance plan, such as co-payments and over-the-counter medicines (with physician prescription), such as Tylenol and Sudafed. It is sometimes referred to as a general purpose HCFSA.
- **Limited Expense Health Care FSA (LEX HCFSA)** is used in place of the general purpose Health Care FSA if the participant enrolled in a High Deductible Health Plan with Health Savings Account (HSA). The Limited Expense HCFSA allows you to submit eligible dental and vision expenses only. You deal directly with FSAFEDS.
- **Dependent Care FSA (DCFSA)** is used to pay for childcare or adult dependent care expenses that are necessary to allow you and your spouse, if married, to work, look for work or attend school full-time. However, if you did not find a job and have no earned income for the year, your dependent care costs are not eligible.



Federal Flexible Spending Accounts Program (FSAFEDS)

Eligibility

- HC FSA & Lex FSA – must be eligible to enroll in FEHB and an active employee
- LEX HCFSA – must be enrolled in FEHB High Deductible Health Plan (HDHP) with a Health Savings Account (HSA), or whose spouse is enrolled in a non-FEHB HDHP with an HSA
- DC FSA – active employee (exceptions are intermittent or WAE employees who work less than six months in a calendar year)



Federal Flexible Spending Accounts Program (FSAFEDS)

Election Amounts

- Set by IRS

Enrollment

- On-line through FSAFEDS at www.FSAFEDS.com
- 60 calendar days from the day of your appointment (except from October 1 through December 31)
- During Open Season

Plan Year

- Ends on March 15th of the following calendar year and you have until May 31st to submit your expenses.
- Unclaimed funds will be forfeited.



Federal Employees Group Life Insurance Program (FEGLI)

Program

Term Life Insurance

Eligibility

- New federal employees on appointment for at least one (1) year and one (1) day
- There are no pre-existing conditions



Federal Employees Group Life Insurance Program (FEGLI)

Coverage Choices

Basic	Your salary rounded to the nearest thousand plus \$2,000
Option A – Standard	\$10,000
Option B – Additional	1 to 5 multiples of your annual basic salary
Option C – Family	1 to 5 multiples \$5,000 (spouse) \$2,500 (eligible child)



Federal Employees Group Life Insurance Program (FEGLI)

Cost of FEGLI

- Employees cost varies based on age and coverage elections (see FEGLI handbook or use the FEGLI calculator at www.opm.gov/insure)
- Government pays 1/3 of the cost of your Basic Insurance only, unless coverage is waived

Enrollment

- Automatically enrolled in Basic Insurance, unless waived
- All Optional Insurance coverage must be elected by completing an SF-2817 and you must be enrolled in Basic Insurance



Federal Employees Group Life Insurance Program (FEGLI)

Waiver

If you waive coverage at this time, you will not be eligible to enroll unless:

- One (1) year has elapsed since the date of waiver, and
- You furnish, at your own expense, medical evidence of insurability

Changes

- Qualified Life Event (QLE)
- Medical Evidence of Insurability

No Regular Annual Open Season



Federal Employees Group Life Insurance Program (FEGLI)

Key Dates and Guidelines

- You have 60 calendar days from your appointment date to submit enrollment form SF-2817
- Submit SF-2817 to elect optional insurance or waive coverage
- The SF-2817 must be turned in even if you decline coverage
- Cost of basic coverage will automatically be deducted from your paycheck unless you waive the coverage before the end of the first pay period



Federal Long Term Care Insurance Program (FLTCIP)

Program

Helps defray the high costs of assistance with daily living activities

Eligibility

Self, Spouse, same-sex partners, and qualified relatives (children, parents, parents-in-law, and stepparents), may apply

Types of Plans

- Facilities Only Plan
- Comprehensive Plan



Federal Long Term Care Insurance Program (FLTCIP)

Enrollment

- Call LTCFEDS at 1-800-582-3337 or TTY: 1-800-843-3557

Key Dates and Guidelines

- You have 60 calendar days from your appointment date to enroll.
- After 60 days the application process is more extensive with a greater chance for denial
- You will deal directly with FLTCIP to start and/or change your enrollment or contributions

Resources

- LTC brochure
- OPM Website - www.opm.gov/insure



Federal Employees Retirement System (FERS)

New Employees are covered under the Federal Employees Retirement System (FERS):

FERS is the newest retirement system generally covering employees employed after 1987 and those who voluntarily switched from the Civil Service Retirement System (CSRS).

New Permanent Employees hired on or after 2014 with no prior federal service are covered under FERS-FRAE.

FERS provides benefits from three different sources:

- Basic Benefit Plan
- Social Security
- Thrift Savings Plan (TSP)



Federal Employees Retirement System (FERS)

Basic Benefit Plan and Social Security:

**U.S. Office of
Personnel
Management (OPM)**

- No enrollment required/automatically covered
- You pay a share each pay period/payroll deductions
- Agency also pays a share toward your retirement
- After you retire, you receive annuity payments each month for the rest of your life from the Office of Personnel Management (OPM) and once eligible from the Social Security Administration (SSA)
- If you have military service, peace corps, TVA, temporary (FICA) or refunded federal service, you may be able to make a deposit or redeposit for this service to count towards your basic benefit plan. Please see a team member of the HRS, Employee Benefits & Retirement



Federal Employees Retirement System (FERS)

Thrift Savings Plan (TSP):



- Plan administered by the Federal Thrift Investment Board
- Contributions are tax-deferred (Traditional TSP) and/or after-tax (Roth TSP)
- IRS elective deferral limits
- Agency automatically begins employee deductions at 3%
- Agency automatic contribution of 1% each pay period regardless of whether or not you contribute
- Agency Matching up to 4%
- Choice of six investment funds
- TSP Catch-up for age 50 & older



Federal Employees Retirement System (FERS)

TSP FUNDS:

- **G Fund:** Government Securities Investment Fund
- **F Fund:** Fixed Income Index Investment Fund
- **C Fund:** Common Stock Index Investment Fund
- **S Fund:** Small Capitalization Stock Index Fund
- **I Fund:** International Stock Index Investment Fund
- **L Funds:** Lifecycle Funds

More fund details visit TSP website: www.tsp.gov



Federal Employees Retirement System (FERS)

TSP Key dates and Guidelines:

- You may enroll, change or stop at any time.
- Submit a TSP-1 to start your initial contributions in the amount above the automatic 3% or use the National Finance Center-Employee Personal Page (NFC-EPP), if you receive your NFC-EPP userid and pin by the time you decide to make your TSP contribution choices
- Make future contribution changes via NFC-EPP
- TSP will mail directly to you a TSP userid and pin in approximately 4 weeks; use this information to make fund allocation changes, inter-fund transfers or apply for a loan/hardship on the TSP website at www.tsp.gov

Resources

For more detail information on TSP, see the TSP Summary Booklet, visit the TSP website or HRS, Employee Services website



Designation of Beneficiary

If you die while you are a federal employee, payments will be made in a particular order set by law for the following programs:

- Life Insurance (FEGLI)
- Retirement (FERS, CSRS or CSRS-Offset)
- Salary (Unpaid Compensation)
- Thrift Savings Plan (TSP)

Order of Precedence set by law:

- ❖ To beneficiary on file, if none
 - ❖ Widow or widower, if none
 - ❖ Child or children in equal shares, if none
 - ❖ Parents in equal shares, if none
 - ❖ Executor or Administrator of the estate, if none
 - ❖ Next of kin under the laws of the state where you resided at time of death
- Exception: FEGLI Assignment of Benefits (see each beneficiary form for detail information)
- Note: If you do not complete a beneficiary form benefits will be paid based upon “order of precedence”



Resources

Websites:

- HRS, Employee Services: <http://staff.loc.gov/sites/hrs/>
- Office of Personnel Management (OPM) health, life, retirement: www.opm.gov/insure, www.opm.gov/forms (fillable forms), and www.opm.gov/retire
- Dental & Vision Program (FEDVIP): www.BENEFEDS.com
- Flexible Spending Accounts (FSA): www.FSAFEDS.com
- Thrift Savings Plan (TSP): www.tsp.gov
- Long Term Care Insurance (LTCIP): www.LTCFEDS.com
- Social Security Administration (SSA): www.ssa.gov
- NFC-Employee Personnel Page (NFC-EPP): www.nfc.usda.gov/personal/index.aspx

Brochures/Booklets:

- Health Insurance Information & Premium Listings www.opm.gov/insure
- FEGLI Program Booklet (FE-76-21) www.opm.gov/insure
- TSP Summary Booklet (TSPBK09) www.tsp.gov

HRS, Employee Services Section Contact:

James Madison Building in Room LM-107
Phone: (202)-707-5627 or Fax: (202) 252-3217
Email: askHR@loc.gov

