

Be prepared for Open Season



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A new agreement has been reached between NALC and USPS; therefore, in 2018, city carrier assistants (CCAs) will no longer be eligible to receive the \$125 contribution toward their **NALC Health Benefit Plan** “self plus one” and “self and family” premiums.

A special enrollment period is being offered to CCAs from Sept. 4 through Oct. 19. During this time, CCAs are eligible to enroll in, or change their enrollment in, the U.S. Postal Service Health Benefit Plan.

Keep in mind that there is a deadline to make this decision. If the change or enrollment is completed during the special enrollment period, the coverage will be effective on

Oct. 28. The next opportunity to make a change or enroll is during Open Season, which is Nov. 13 through Dec. 11. Elections made during Open Season will take effect on Jan. 6.

During the special enrollment period, you may use PostalEASE employee self-service to enroll in the USPS Health Benefit Plan or change your enrollment. If you are unable to use PostalEASE, you may complete the PostalEASE Worksheet (available on LiteBlue) and mail it to the HR Shared Service Center: HRSSC, Compensation/Benefits, P.O. Box 970400, Greensboro, NC 27497-0400.

Plan information for the USPS Health Benefit Plan is available on LiteBlue at <http://liteblue.usps.gov/USPSHBP>, or you can contact the HRSSC at 877-477-3273, Option 5, or TTY 866-260-7507.

Current active letter carriers have four ways to enroll in the NALC Health Benefit Plan during Open Season (Nov. 13 through Dec. 11):

1. Use your home computer, tablet or smartphone to go to <https://liteblue.usps.gov>. You must have your employee ID number (the eight-digit number printed on your earnings statement just above the words “employee ID.”) You will also need your USPS PIN (the same one you use to access PostalEASE).
2. The Blue Page (Intranet) at work.
3. Employee self-service kiosks located at some USPS facilities.
4. PostalEASE by telephone—call 877-4PS-EASE (877-477-3273) and enter Option 1

When enrolling by internet, intranet or employee self-service kiosk, simply follow the instructions on the screen. If you prefer to enroll or make changes by phone, call

PostalEASE toll-free at 877-4PS-EASE (877-477-3273) and choose option 1. TTY users can call 866-260-7507. To do so, have your PostalEASE worksheet completed before you call. When prompted, select “Federal Employees Health Benefits.” Follow the prompts to enter your employee ID, USPS personal identification number (PIN) and the information you entered on your worksheet. The following information will be required:

- Daytime telephone number.
- The name of the health plan in which you want to enroll (NALC Health Benefit Plan High Option).
- Health plan code number (322 for “self and family,” 323 for “self plus one” or 321 for “self only”).
- Names, addresses, dates of birth and Social Security numbers for all eligible family members covered under your enrollment.
- Name, policy number and effective date on any other group health insurance in which you or eligible family members are enrolled, including Medicare and Tricare.
- If you are changing plans or canceling coverage, enter the code of your current health plan.

After completing your entries, write down and save the confirmation number you receive from PostalEASE and the date your enrollment will be processed.

Annuitants and retirees can enroll by calling Employee Express at 800-332-9798, by going to OPM’s Open Season website at retireefehb.opm.gov, or by submitting a Standard 2809 to your Retirement office. You can get additional information at opm.gov/healthcare-insurance/healthcare/plan-information/enroll/#annuitants. If you submit your change by mail, the address is: OPM, Open Season Processing Center, P.O. Box 5000, Lawrence, KS 66046-0500.

Annuitants or retirees eligible for the FEHB program should call the Retirement Information Center at 888-767-6738 (TTY: 800-878-5707) for instructions on enrolling.

Materials soon will be appearing to promote our 2017 Open Season and describing what we offer in our 2018 benefit package. As we have done each year, we encourage you to take the time to compare benefits and decide what is best for you. Perhaps you will face no greater decision than to choose the right medical coverage for you and your family in the upcoming year.

To compare plan options, go to opm.gov/insure. On the right side of the page, click on the quick link, “Compare Health Plans.” Insert your ZIP code. Hit enter. Then select the plans you wish to compare (up to four). Choose an “Employee Type” such as “U.S. Postal Service or Annuitant.” Click “Next.” Choose a pay frequency such as biweekly or monthly. The comparison will be shown on your screen.