

## **Attachment 1: FEHB coverage for casual employees**

---

The Office of Personnel Management (OPM) has recently issued a final regulation to extend eligibility for health insurance coverage with a full government contribution under the Federal Employees Health Benefits (FEHB) Program to temporary firefighters and fire protection personnel, including casual employees hired under the Administratively Determined Pay Plan for Emergency Workers.

Over the past year, OPM and the Interior Business Center have worked closely with representatives from the U.S. Forest Service and Department of Interior to ensure that casual employees who meet the pay status requirements (130 hours/month for 90 consecutive days) are offered the opportunity to enroll in the FEHB Program. Effective January 1, 2017, casual employees will be given the option of enrolling in the FEHB program once the eligibility requirements are met.

In order to begin the process:

- At the time of hire, casual employees will be provided with the attached Conditional Offer of Federal Employee Health Benefits form and the FEHB Fast Facts for Casuals form. The forms provide information on casual employee eligibility in the FEHB Program under the Affordable Care Act, and also provide the casual employee with the information on how premiums will be paid and what costs the employee will be responsible for, regardless of how much they work.
- Links to FEHB websites are also provided on the form for additional information on various health plans.
- Once the casual employee has reviewed and signed the Conditional Offer of Federal Employees Health Benefits form, it will be sent to the Casual Payment Center (CPC) with the casual employee's W-4 and electronic deposit forms for inclusion in employee files and for tracking purposes.

If the casual employee selects the option of enrolling in the FEHB program on the Conditional Offer form:

- The DOI CPC will track the number of hours worked to meet the eligibility requirement of 130 hours worked each month for 90 consecutive days.
- The CPC will contact the casual directly via phone call/email/letter notifying them of eligibility and coverage options.
- Once that requirement is met, the casual employee will complete the SF-2809, which will then be sent to the CPC to enter into the Federal Personnel & Payroll System (FPPS).
- The bi-weekly premium will be deducted from the casual's pay.
- If the net pay is insufficient to cover the bi-weekly premium, FPPS will charge the casual employee's hiring agency for the full premium, which will include both the casual employee's and the hiring agency's contributions.

- The casual employee can also send a check to cover his/her share of the health premium.
- Initial FEHB coverage will be for 28 days, with an automatic extension of an additional 31 days at no cost to the casual employee, even if there is a break in pay.
- Once the SF-2809 is entered into FPPS, the insurance provider and OPM will be notified through FPPS.

If there is insufficient net pay for the casual employee, the Debt Management Branch (DMB) of the Interior Business Center will:

- Establish a debt in FPPS for the health premium owed.
- Deduct the amount of debt from any future timesheets if there are sufficient funds.
- Continue this process until the debt is paid. If there are insufficient funds in the casual's payroll, the DMB will reach out to the casual employee regarding debt repayment.

Year-end reporting will be included on the casual's W-2 form and on Form 1095-C.

Information, memos, documents, and forms directly pertaining to the Casual Payment Center can be found at [http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html).

**Contact**

- Christine Peters, Incident Business Lead, Div. of Fire and Aviation Management, 208-407-6558, or [christine\\_peters@nps.gov](mailto:christine_peters@nps.gov)