

Family Member Eligibility Verification Updates and Enrollment Processing

The U.S. Office of Personnel Management (OPM) released Benefits Administration Letter (BAL) 25-201 on April 29, 2025, providing updated guidance and flexibilities regarding Family Member Eligibility Verification (FMEV) and enrollment processing for federal employees. This guidance supports the implementation of previous BALs (21-202, 24-201, and 24-204) and includes instructions for handling cases involving former and reinstated employees.

As part of the annual FMEV reporting, employing offices must submit a report to OPM that includes a random sampling of at least 10 percent of Federal Employees Health Benefits (FEHB) Open Season Self Plus One and Self and Family enrollments. Each selected enrollment must have all family members' eligibility verified.

The original submission deadline for the 2024 Open Season FMEV report was July 31, 2025; however, OPM has extended the deadline to August 31, 2025, to accommodate potential delays due to reorganizations or reductions in force. As such, DoD Components should submit reports to DCPAS by August 15, 2025 to ensure the August 31, 2025 submission deadline is met. Components must submit reports to dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil. DCPAS will consolidate reports and submit to OPM on the Department's behalf.

BAL 25-201 also clarifies enrollment processing for separated and reinstated employees. If the enrollment date is prior to the separation date, the election must be processed (even if eligibility documentation is still pending). The individual is entitled to a 31-day coverage extension and Temporary Continuation of Coverage, unless the separation was due to gross misconduct. However, elections made after separation are invalid. For reinstated employees, offices must complete the appropriate parts of the SF 2810 for retroactive coverage and premium contributions as though there had been no break in FEHB coverage. This ensures continuous coverage and entitles the employee and any eligible family members to full plan benefits.

For additional guidance please review BAL 25-201 and direct any questions to your Agency's Benefits Office or Servicing Center.

[BAL 25-201 Family Member Eligibility Verification Updates and Enrollment Processing](#)



Questions?

Contact: dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil