



BAL 23-203: Family Member Eligibility Awareness for FEHB Program Coverage



The Office of Personnel Management (OPM) now requires employing offices to send an annual communication to all employees, describing family member eligibility requirements. This requirement was announced on BAL 23-203, issued on August 21, 2023, in an effort to improve education and awareness of family member eligibility and enrollment in the Federal Employees Health Benefits (FEHB) Program.

OPM provided a template of this communication in Attachment 1, Family Member Verification Annual Notice, which reminds employees of their responsibility to maintain eligible family members under their Self Plus One/Self & Family enrollment.

The requirements on BAL 23-203 and Attachment 1 are outlined below. Please review both documents for details.

Agency Distribution Requirements:

- ❖ Distribute within 30 days from the issuance of BAL 23-203 and no later than October 31 each year
- ❖ Include cep@opm.gov each year on the annual distribution. If unable to include cep@opm.gov, send a separate email of the notification to cep@opm.gov once distribution is completed.
- ❖ Provide the communication to all new employees at entry on duty

Employee Requirements:

- ❖ Review family member eligibility requirements
- ❖ Review family members covered under their enrollment
- ❖ Inform their employing office of ineligible family members who need to be removed.

Questions?

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