

Bulletin to ALL TSA Employees – 9/18/2019

Reminder: New Hire Health Benefits

Newly hired employees have 60 days from their Entry On Duty (EOD)/Hire Date to enroll in the Federal Employees Health Benefits (FEHB) Program. The new hire QLE is limited to one time use within a 60-day timeframe. **Please read the information below to avoid common enrollment errors.**

Choose the Right Plan

- **A Financial Hardship is not a QLE to make changes to FEHB.** Please ensure you research plan cost prior to making an election.
- **Once your new hire election has been processed, you will not be able to change the selected plan.** You will have to keep and pay for the plan until you experience another Qualifying Life Event (QLE) or FEHB Open Season occurs.
- **Select a plan which covers your area of residency.** When completing the SF-2809, be sure to enter your zip code under the “Compare Plans” tab at OPM.gov to see available plans and associated premiums.

Completing/Submitting Your Election (SF -2809)

- **Via HCAccess** - be sure to use the New Hire Event Code: “1A” and Input your EOD Date in the “Event Date” field.
- **Via Gateway** - the New Hire Event Code and Event Date are defaulted for you. If you submit SF-2809 – Health Benefits Election Form through Gateway, be sure to follow-up and confirm your FEHB has been submitted and processed within the 60-day time limit.
- **Ensure the correct 3-digit enrollment code is on your form** (see OPM.gov for guidance).
- **Don’t use an outdated SF-2809.** Only the November 2015 version of the SF-2809 will be accepted.
- **Incomplete or Inaccurate SF-2809s will be rejected.** This will delay your enrollment.

Questions?

Please contact the HCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).