



United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center
Government Employees Services Division

Functional Requirements Document (FRD)

Project# 876959	Project Title: FEHB Eligibility to Seasonal, Intermittent and Temporary Employees	Date Prepared: 11/12/2014
---------------------------	---	-------------------------------------

Scope:	<p>The Office of Personnel Management released final regulations for Federal Employees Health Benefits (FEHB) Program Modifications of Eligibility to Certain Employees on Temporary Appointment and Certain Employees on Seasonal and Intermittent Schedules. Under this final regulation, employees on temporary appointments, employees on seasonal schedules who will be working a schedule of less than six months per year, and intermittent employees who are expected to work 130 hours per month or more for at least 90 days will be eligible to enroll in a FEHB plan. These newly eligible employees will receive the same government contribution as full-time permanent employees.</p> <p>Those employees working for 12 consecutive months who are already eligible to enroll in the FEHB program and who are expected to work for 130 hours per month for at least 90 days will now be eligible to receive a full employer contribution toward the FEHB premium.</p> <p>Benefits Administration Letter Number 14-210 Dated October 20, 2014 Federal Register Vol. 79, No. 201 Friday, October 17, 2014</p>
Assumptions:	<p>TMGT Table 52 will be updated with new Remark Code '201' the new Remark will read: For the purposes of the Affordable Health Care Act this employee is a Full Time employee and eligible to enroll in FEHB under section 4980H of the Internal Revenue Code and Treasury regulations 79 FR 8544, dated February 12, 2014.</p> <p>Agencies will be responsible to notify employees of their eligibility for FEHB.</p>
Test:	

Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

'Not Applicable'

Personnel Applications Systems Branch (PESB) Requirements

Some current established employees may become eligible for FEHB benefits and will be determined eligible by their agency. Agencies must follow the following process to make these employees eligible FEHB.

1. For current established employees; agencies must process a 30 Document (Master File Change) to change the FEHB Part Time Coverage Code to a '2'. If the current established employee has a FEHB Coverage Code of a 2 (ineligible) '3' (waived) and '5' (cancelled) or 9 (terminated) the system will update the FEHB Coverage Code to a 4 (Eligible Pending). The agency must then process a 180 Document Health Benefits Registration for a new enrollment, if a 180 Document is not processed within the 60 days the employee's FEHB Coverage Code will become waived.
2. If the newly eligible employee is currently enrolled in FEHB, the agency must

Functional Requirements Document (FRD)

Project# 876959	Project Title: FEHB Eligibility to Seasonal, Intermittent and Temporary Employees	Date Prepared: 11/12/2014
---------------------------	---	-------------------------------------

process a 30 Doc to change the Part Time FEHB Coverage Code to a 2, the FEHB Coverage Code of 1 (enrolled), 6 (court ordered enrolled), 7 (court ordered eligible pending family coverage), and 8 (court ordered self only pending family coverage) will remain the same.

- For new Accessions or Conversions (Nature of Actions in the 100 and 500 series) the agency will process a 063 document and use the new Remark code '201' (For the purposes of the Affordable Health Care Act this employee is a Full Time employee and eligible to enroll in FEHB under section 4980H of the Internal Revenue Code and Treasury regulations 79 FR 8544, dated February 12, 2014). The system will move a '2' to the part time FEHB Coverage Code (The 2 will allow the employee's FEHB to be treated as a full time employee). The FEHB Coverage Code must also be a '4' (pending eligible). An employee will have 60 days to process a 180 Doc Health Benefits Document. If a Health Benefits Document is not processed within 60 days the employee's FEHB Coverage Code will become waived.

Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Payroll Web Systems Branch (PWSB) Requirements

"Not Applicable"

Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

"Not Applicable"

Signature of Systems Requirements Branch Chief: _____ **Date:** _____