

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

46-24

11/4/24

FEDERAL BENEFITS 2024 OPEN SEASON

I. PURPOSE

This notice announces the Federal Benefits 2024 Open Season (2024 Open Season) from November 11, 2024, through December 09, 2024. This open season is for changes impacting calendar year 2025. Employees who are not planning to make a change to their FEHB or dental or vision insurance do not need to take any action.

II. OPEN SEASON

A. During the 2024 Open Season, eligible employees may enroll, change, or cancel coverage in the following programs:

1. Federal Employees Health Benefits (FEHB) Program;
2. Federal Employees Dental and Vision Insurance Program (FEDVIP); and
3. Federal Flexible Spending Account Program (FSAFEDS) – annual reenrollment required.

B. If an employee's current plan dropped out of the FEHB Program or terminated an enrollment code, the employee needs to complete a 2024 Open Season election to remain covered under a FEHB plan in calendar year 2025. Please review the 2024 Federal Benefits Open Season Significant Plan Changes Announcement BAL 24-401 at: [Benefits Administration Letters](#). The Office of Human Resources, Human Resources Operations Division, Employee Services Section, will notify employees if their plans or codes are terminated.

III. OBTAINING FEHB BROCHURES AND FORMS

A. The U.S. Office of Personnel Management (OPM) no longer issues a Guide to Federal Benefits or provides individual FEHB plan brochures. To obtain health insurance brochures and forms, employees can view or print 2024 Open Season information at OPM's web site: [Healthcare Insurance -Open-Season](#).

B. Employees may obtain the SF-2809, Health Benefits Election Form at: [SF-2809](#) or by contacting the Employee Services Section at: 1-877-FSIS-HR1 (1-877-374-7471) or FSISHR1@usda.gov (subject line: Need SF-2809).

DISTRIBUTION: Electronic

NOTICE EXPIRES: 11/1/25

OPI: OPPD

IV. COMPLETING FEHB ELECTIONS DURING THE 2024 OPEN SEASON

A. The most secure method to enroll, make a change, or cancel FEHB coverage is through the Employee Personal Page (EPP). Employees can only make **one** election through EPP. If an election is made and later needs to be changed or cancelled during Open Season, employees need to contact the Employee Services Section no later than December 09, 2024 at: FSISHR1@usda.gov (subject line: Change Benefits Election) or 1-877-FSIS-HR1 (1-877-374- 7471).

B. Employees may access [EPP](#) from a personal device; however, they need to have a User ID and Password. Click on [EPP](#) link, click I Agree, Click Sign in with EPP Account, and sign in or click on New User Sign Up. Employees may also access [EPP](#) through a government device using their LincPass. If employees are changing health plans, they will need the 3-character code of the health plan in which they are enrolling. In addition, if employees are enrolling in “self and family” coverage or “self plus one,” they will need the eligible family members’ names, social security numbers, and dates of birth.

C. Employees are to print a copy of their completed enrollment for their personal records.

D. Employees retiring on or before January 11, 2025, are not to use the EPP to process their 2024 Open Season change. Instead, they are to complete the SF-2809 and write at the top “RETIRING ON (DATE)” so the form is properly processed with their retirement papers.

E. FEHB elections may also be submitted using the [SF-2809](#). Print, complete, and return the SF 2809 no later than December 09, 2024. Email to: FSISHR1@usda.gov (subject line: FEHB Election), or upload into the [Customer Relationship Management System \(CRMS\)](#).

F. FEHB 2024 Open Season changes are effective January 12, 2025.

V. COMPLETING FEDVIP ELECTIONS DURING THE 2024 OPEN SEASON

A. To complete a Federal Employee Dental and Vision Program (FEDVIP) election, employees are to visit [BENEFEDS](#) or call BENEFEDS at (877) 888-3337. Hearing impaired employees may call TTY line at 711.

B. FEDVIP 2024 Open Season changes are effective January 1, 2025.

VI. COMPLETING FSAFEDS ENROLLMENTS DURING THE 2024 OPEN SEASON

A. Employees need to re-enroll each year to continue your FSAFEDS Plan. To re-enroll in a Flexible Spending Account (FSA), employees are to visit [FSAFEDS](#) or call (877) 372-3337. Hearing impaired employees may call the FSAFEDS TTY line at (866) 353-8058.

B. FSAFEDS 2024 Open Season enrollments are effective January 1, 2025.

VII. QUESTIONS

For more information, please visit the following link: [Healthcare Insurance -Open-Season](#) or contact the Employee Services Section at 1-877- FSIS-HR1 (1-877-374-7471) with questions or to request all the pertinent Open Season documents via mail or e-mail.

A handwritten signature in black ink, reading "Rachel A. Edelstein". The signature is fluid and cursive, with the first name "Rachel" being more prominent than the last name "Edelstein".

Assistant Administrator
Office of Policy and Program Development