

Subject: FEHB Program Change – Family Member Eligibility Verification

The Office of Personnel Management (OPM) requires the verification of eligibility of family members for the Federal Employee Health Benefits (FEHB) Program under the Initial Opportunity to Enroll (IOE) and qualifying life events (QLEs). Newly hired and newly eligible judges and judiciary employees must submit proof of family member eligibility in order to cover dependents on their FEHB plan.

- New employees will need to obtain birth certificates, marriage certificates, or other applicable documentation before onboarding to ensure that they can enroll in their health insurance benefits in a timely manner. A list of acceptable eligibility documents can be found [here](#).
- Employees still have a 60-day enrollment period to enroll as a new hire/newly eligible employee. However, the **election will not be sent to the carrier and premiums will not be deducted** until all dependent verification documentation has been received and approved by the Judiciary Benefits Center (JBC). The effective date would remain the same according to the FEHB effective date chart.

For example: A new hire/newly eligible employee is married and has 3 children;

- **The employee uploads the marriage and/or birth certificates when making the election:** Verification documentation is received and approved by the JBC. The JBC will send the election to the carrier and HRMIS. The effective date is the first day of the following pay period after the election.

or

- **The employee does not upload the marriage and/or birth certificates when making the election:** The employee has 60 days from the event date to submit the verification documentation. However, the election is not sent to the carrier or HRMIS until the verification documentation has been received and approved by the JBC. Once the verification is approved, the effective date rules apply based on the original event date or election date, not the approval date.
- Employees can now add dependents to existing Self and Family plans directly through the JBC portal. The newly added dependent(s) election will not be effective until the appropriate documentation is received and approved by the JBC. Once received, the effective date will be based on the original event date, not the approval date.

For example, an employee wants to add their newborn to their existing self and family coverage:

- **The employee uploads the birth certificate or other acceptable documentation when adding the child:** Verification documentation is received and approved by the JBC. The JBC will send the dependent data to the carrier. The effective date is the first day of the pay period in which the child was born.

or

- **The employee does not upload the birth certificate or other acceptable documentation when adding the dependent:** The employee has 60 days from

the event date to submit the verification documentation. However, the dependent data is not sent to the carrier or effective until the certificate has been received and approved by the JBC. Once the certificate is approved, the effective date rules apply based on the original event date or election date, not the approval date.

**Please note:** Delay of verification documentation will result in a payroll FEHB debt that the employee will be responsible for. FEHB premiums will be deducted retroactively based on the effective date rules of the life event and when the election was submitted

Once the verification has been approved, the employee will receive a notice when their new FEHB election has been processed. Additional information and factsheets about FEHB family member eligibility rules and FAQs can be found [here](#).

For questions or further assistance, please contact the JBC at 1-877-207-3220. Representatives are available 9 a.m. to 9 p.m. ET, Monday through Friday, except federal holidays.