



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

Functional Requirements Document (FRD)

Project#: 47512	Project Title: NFC BAL 21-202 Family Member Eligibility	Date Prepared: 07/13/2021
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Version 2.0

As of: 10/20/2021

Scope:	<p>Per OPM BAL 21-202 Family Member Eligibility Verification for Federal Employees Health Benefits (FEHB) Program Coverage</p> <p>The scope of this project is to display an informational message to provide proof of family member eligibility when FEHB dependents are entered.</p>
Assumptions:	<p>Upon verification of the eligibility, employing offices must make a note on the Remarks section of the SF2809 document to include the type of document(s) examined, the issue date, and the date of the QLE (if applicable) per OPM BAL 21-202.</p> <p>A customer notification will be sent out recommending agency to implement internal agency's protocol. NFC applications will be modified to display an informational message only as a reminder to employing offices to confirm family member eligibility.</p>

Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

Personnel Applications Systems Branch (PESB) Requirements

"Not Applicable"

Functional Requirements Document (FRD)

Project#: 47512	Project Title: NFC BAL 21-202 Family Member Eligibility	Date Prepared: 07/13/2021
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Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Payroll Web Systems Branch (PWSB) Requirements

EPIC:

For Doc Type 180 Health Benefit Registration the system will be modified to display a pop-up message, "Employing office must verify family member eligibility and enter information in the Remarks field.", with an 'OK' button upon saving and if the following conditions are met:

- Not Open Season
- Initial Opportunity to Enroll (IOE) or Qualifying Life Events (QLE)
 - o Event Code = 5 New Enrollee or 6 Other
 - o Transaction Code = 1 New Enrollment or 5 Change in Enroll
- Self Plus One or Family Plan with family member(s) present

EPP, EPP Mobile and EPP Demo:

Treasury only:

For Entering Health Benefits (Doc Type 180) the system will be modified to

Insert "The election to change your health insurance outside of Open Season requires verification of qualifying life event (QLE). Supporting family member verification documentation should be submitted to your servicing HR office. You may refer to <https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2021/21-202a2.pdf> (hyperlink)" after the statement "To enroll in or change to a family plan, it is required that you have each family member's name, date of birth and address (if different from your own)" statement.

Administrative Web Systems Branch (AWSB) Requirements

TIPS:

For the SF-2809 Form the system will be modified to display a pop-up message, "Employing office must verify family member eligibility and enter information in the Remarks field.", with an 'OK' button upon saving and if the following conditions are met:

- Not Open Season
- Initial Opportunity to Enroll (IOE) or Qualifying Life Events (QLE)

Functional Requirements Document (FRD)

Project#: 47512	Project Title: NFC BAL 21-202 Family Member Eligibility	Date Prepared: 07/13/2021
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- Self Plus One or Family Plan with family member(s) present

CLER:

For the SF-2809 Form the system will be modified to display a pop-up message, "Employing office must verify family member eligibility and enter information in the Remarks field.", with an 'OK' button upon saving and if the following conditions are met:

- Not Open Season
- Initial Opportunity to Enroll (IOE) or Qualifying Life Events (QLE)
- Self Plus One or Family Plan with family member(s) present

DPRW:

For the SF-2809 Form the system will be modified to display a pop-up message, "Employing office must verify family member eligibility and enter information in the Remarks field.", with an 'OK' button upon saving and if the following conditions are met:

- Not Open Season
- Initial Opportunity to Enroll (IOE) or Qualifying Life Events (QLE)
- Self Plus One or Family Plan with family member(s) present

Human Resources Applications Branch (HRAB) Requirements

POWR:

For Entering Health Benefits (Doc Type 180) the system will be modified to display a pop-up message, "Employing office must verify family member eligibility and enter information in the Remarks field including the type of document(s) examined, the issue date, and the date of the QLE (if applicable).", with an 'OK' button upon saving and if the following conditions are met:

- Not Open Season
- Initial Opportunity to Enroll (IOE) or Qualifying Life Events (QLE)
 - o Transaction Code = New Enrollment or Change
 - o Event Code = New Enrollment or Other
- Self Plus One or Family Plan with family member(s) present

External Vendor Requirements

"Not Applicable"

Functional Requirements Document (FRD)

Project#: 47512	Project Title: NFC BAL 21-202 Family Member Eligibility	Date Prepared: 07/13/2021
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Signature of Systems Requirements Branch Chief:		Date:
Signature of Web Requirements Branch Chief: /s/ Amanda Nguyen		Date: 10/20/2021