



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

Functional Requirements Document (FRD)

Project#	Project Title:	Date Prepared:
83732	FEHB Dependents Eligibility Verification	8/5/2026

Version:	As of:
1.0	

Category:

☐ Legislative ☒ Regulatory ☐ NFC Initiated ☐ Customer Request

Impact:

☐ Agency Specific ☒ Community ☐ Multiple Agencies ☐ Core NFC

Impacted Directorate:

☐ Mainframe (SRB) ☒ Web (WRB)

Requirements Project Analyst Contact Information

Project Analyst(s)	E-Mail Address	Phone Number
Michael Ferrara	michael.ferrara@usda.gov	n/a

Client Management Branch (CMB) Contact Information

Customer Service Representative (CSR)	E-Mail Address	Phone Number
Raquel Ferguson	raquel.ferguson@usda.gov	n/a

Agency Contact Information

Department/Agency:	Agency Control Number (if available):
AG/90	

Requesting Official (Agency official authorized to submit Software Change Request (SCR) to the Government Employees Services Division (GESD) .	Agency Project Officer (APO) (If Different from Requesting Official)	Agency Contact Person (If Different from Requesting Official and/or APO)
Name: John Faciane	Name:	Name: Brian Henry
E-Mail Address: john.faciane@usda.gov	E-Mail Address:	E-Mail Address: brian.henry@usda.gov
Phone Number: n/a	Phone Number:	Phone Number: n/a

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Scope:	Per OPM Benefits Administration Letter (BAL 26-202), issued on July 15, 2026, starting with Open Season for Plan Year 2027, all employing offices must verify the eligibility of dependents for Federal Employee Health Benefits (FEHB) elections that include either a Family or Self Plus One plan. To ensure compliance, employees are required to provide proof-of-relationship documents to their employing office for verification prior to processing their FEHB elections. A full list of acceptable documentation may be found on OPM's website: https://www.opm.gov/retirement-center/publications-forms/benefits-administration-letters/2024/24-201b.pdf Effective Pay Period 22, 2026, the National Finance Center (NFC) will place all Employee Personal Page (EPP), FEHB elections (Premium Conversion Pre-Tax and Non-Premium) submitted by employees with a Family or Self Plus One plan in a 'Pending' status for employing offices to verify eligibility of dependents. Once the agency has completed its internal validation and confirmed eligibility, they will determine the effective date and pay period for the election and release the document in EPIC or EmpowHR for processing within the designated timeframe for Pay Period 01 processing for Open Season elections.
Assumptions:	Employing offices will verify the eligibility of dependents through their established internal procedures and remove any ineligible dependents to ensure compliance. FEHB elections sent through an Agency's own front-end system or FESI will continue to process as usual through the nightly process. NFC will assume that the employing office, as the responsibility entity, has verified the dependents before transmitting the elections to NFC for processing. EPP Self-Service FEHB election submitted by an employee with a Family or a Self Plus One plan will remain in "Pending" status in EPP until the employing office releases the election for processing. Employees cannot make any changes to election with a "Pending" or "Future" status in EPP. Employees will submit the required documents to their employing office to validate their dependents' eligibility for a Family or Self Plus One election. Only EPP Self-Service FEHB elections with a Family or Self Plus One plan will go into "Suspense" status in the EPIC or EmpowHR system with a SINQ error requiring an effective pay period to be entered by the employing offices. All other EPP FEHB elections with a Self-Only plan will continue to process with the current overnight process. If the FEHB election processes successfully, the status in EPP will get updated to "Processed" the following day. If the election does not process successfully, the FEHB document will remain in "Suspense" status in EPIC or EmpowHR. The election will remain in a "Pending" status in EPP until the SINQ error is resolved by the employing office.

If the FEHB election needs to be canceled or deleted, the employing office will mark the suspense document in EPIC or EmpowHR for deletion. The status in EPP will get updated to a "Deleted" status the following day and the election will not be processed.

Functional Requirements

☐ Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

☐ Personnel Applications Systems Branch (PESB) Requirements

"Not Applicable"

☐ Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

☒ Payroll Web Systems Branch (PWSB) Requirements

EPP and EPP Mobile:

Add a red bold statement at the top of EPP Self-Service FEHB document page to alert employees that supporting documents are required to verify eligibility of dependents. The statement will be read as follows:

"Effective Open Season for Plan Year 2027, EPP Self-Service FEHB request with a Family or Self Plus One plan will require employee to submit proof-of-relationship documents to their employing office to verify eligibility of dependents before the change request can be processed."

Add a checkbox to the EPP Self-Service FEHB document page for the employee to acknowledge and confirm the FEHB change request. The checkbox must be checked by the employee before submission of the FEHB request.

☐ "I acknowledge my election to change health insurance. If my change request involves a Family or Self Plus One plan, I understand that my election is not valid until dependents supporting documentation is provided to and verified by my employing office within the Office of Personnel Management's (OPM) time limits. If not received within the appropriate timeframe, my election will be cancelled. A full list of acceptable documentation may be found on OPM's website: <https://www.opm.gov/retirement-center/publications-forms/benefits-administration-letters/2024/24-201b.pdf>."

For all FEHB (doc type 180) documents with a Family or Self Plus One plan code, send a blank to FESI field "Pay-Period-Number" to PPS for overnight processing. This will cause the documents to go into suspense in NFC systems (EPIC and EmpowHR) to allow employing offices to verify the dependents supporting documents for eligibility. The FEHB documents shall remain in "Pending" status until the employing offices resolve the "Suspense" documents by entering a valid effective pay period in EPIC or EmpowHR. Once the documents are processed successfully, update the EPP status to 'Processed'.

Modify the generated EPP Self-Service employee email for FEHB as follows:

☒ **Payroll Web Systems Branch (PWSB) Requirements**

Add the following statements to the top of the email to remind employees that they must submit the proof-of-relationship documents.

"Thank you for using the Employee Personal Page. You entered the following Self-Service change request. If your FEHB change request involves a Family or Self Plus One plan, you must submit the proof-of-relationship documentation to your employing office to verify eligibility of dependents for your change request to be processed. A full list of acceptable documentation may be found on OPM's website:

<https://www.opm.gov/retirement-center/publications-forms/benefits-administration-letters/2024/24-201b.pdf>."

Put 'To Be Determined' for the Effective date if the plan is Family or Self Plus One.

Add the following statements to the bottom of the email.

"If your Self-Service request is free from errors and your FEHB change request involves a Family or Self Plus One plan, the effective date of the requested change will be determined by your employing office once the acceptable FEHB Family Eligibility Documentation required by Benefits Administration Letter (BAL) 26-202 has been received by your Agency Benefits Personnel."

☐ **Administrative Web Systems Branch (AWSB) Requirements**

"Not Applicable"

☐ **Human Resources Applications Branch (HRAB) Requirements**

"Not Applicable"

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☐ **External Vendor Requirements**

"Not Applicable"

Signature of Systems Requirements Branch Chief	Date:
N/A	

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen Branch Chief, WRB	9/10/2026

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Agency FRD Checklist

To be completed by Agency and returned to NFC with signed FRD. Questions should be directed to the appropriate NFC Client Management Branch Team Mailbox (CSR Contact Information is listed on Page 1.)

Tasks	Yes	No	Comments
1. Decide if agency will participate in User Acceptance Testing (UAT).			
2. Provide name of agency UAT Contact. (Person to provide SSNs to be tested, T&As, Security Requests, etc. to NFC (Requestor, APO, and/or the Agency Contact))			
3. Submit testing requirements. (Testing requirements include identifying the systems/applications to be tested (HCUP, PAYE Process, etc), the NOA that will be used, the test results you are expecting (Earnings & Leave Statements, SF-50s, Biweekly Examination Analysis and Reporting (BEAR) Download, Reports, etc).			
4. Notified NFC if agency decides not to proceed with the request. Cancellations must be sent to NFC.GESDRequest@USDA.GOV			

I have read and concur with the functional requirements as outlined in the FRD.

Authorized Department / Agency Signature	Date:

(Return the signed FRD to NFC two (2) weeks from date received)

Please Read Before Signing:

GESD/CMB will provide the FRD to the Agency Representative (Requestor, APO, and/or the Agency Contact) to ensure software requirements for application modifications, reconfigurations, and redevelopments are properly understood by GESD's Staff, and to obtain preliminary customer approval of the continuation of work on the request. The signed FRD does not authorize funding for the request.

Requests to modify this FRD could delay assigning a Scheduled Release date or could result in changing an already proposed Scheduled Release date. Change requests should be made in concert with the NFC Project Owner so that requirements and the revised scope of the software change can be understood by both parties. Unilateral changes to the FRD are not acceptable.

Please note, continuation of work on this request does not begin until customer approval has been received, and the interagency agreement has been approved and signed.