# WALK-AROUND LIST AND PSE ENGAGEMENT



APWU HEALTH PLAN

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*33rd Annual Open Season Seminar*

# Walk-Around List

A walk-around list to help you market the Health Plan to your Local members, is mailed by the Health Plan at the end of September. All Local members who are not members of APWU Health Plan are listed on the walk-around list. Use the walk-around list to make personal contacts with Local members and discuss the advantages of enrolling in the APWU Health Plan in a personalized way. In your personal contacts, discuss how the Health Plan can meet their individual health care needs. Send a letter promoting the Health Plan to members in your Local. Let APWU Health Plan – BENEFIT YEAR 2019 members know about the quality and value of the APWU Health Plan, and how to reach you if they have questions or need more information. A sample letter is at the end of this section for your reference.

# Sample Marketing Letter

**SAMPLE MARKETING LETTER**

October 2018

Dear American Postal Workers Union Member:

Please consider the APWU Health Plan as your partner this Open Season. And, as a postal employee and member of the APWU, the USPS pays 95% of your premium cost for the Consumer Driven Option. No other plan will offer you this discount. Also, your enrollment helps the union. The APWU receives funds from OPM for sponsoring the APWU Health Plan, and this payment is set by the performance level of the APWU Health Plan, which is high, then multiplied by the number of members of the Health Plan. Highlights for 2019 are:

**Consumer Driven Option**

- Some of the lowest premium costs available for APWU members (95% is paid by USPS)
- Your Personal Care Account (PCA)
  - Members are given an account on day one of coverage that is fully funded, and provided annually by the Health Plan
  - The PCA provides for $1,200 for Self Only and $2,400 for Self Plus One or Self and Family enrollment
  - The PCA pays for covered medical expenses at 100% as long as there are funds in the account
  - Unused funds will rollover to the next year, provided you remain a Health Plan member
- Increased Chiropractic visits to **24** visits a year
- Coverage for skilled nursing facilities for non-custodial care
- 100% coverage for in-network preventive care
- Coverage for virtual visits; doctor visits from your phone or tablet
- 100% coverage for in-network maternity care

**High Option**

- Premium costs that are a great value for broad benefits
- Increased Chiropractic visits to **24** visits a year
- Coverage for skilled nursing facilities for non-custodial care
- No deductible on prescriptions!
- Generic drugs at retail pharmacy $10 for 30-day supply, $20 for a 90-day supply
- Members can obtain a 90-day prescription of maintenance medication from Walgreens and CVS **without** penalty for not using mail order
- Preferred brand name drugs are capped at $300 per prescription and non-preferred brand name drugs at $500.00 even with a 90-day prescription
- 100% coverage for in-network preventive care
- 100% coverage for labs when you use Quest Diagnostics or LabCorp
- 100% coverage for accidental injury within **72 hours**
- $25 copayment to see an in-network doctor, including specialists
- $15 virtual visits in-network through American Well
- Diabetes Management Program that offers 100% coverage for generic drugs, blood glucose test strips and lancets through mail order
- Weight Management Program that provides 100% coverage for visits to an in-network dietitian or nutritionist
- 100% coverage for in-network maternity care

**Open Season is November 12 – December 10, 2018.** Call the Health Plan's toll-free Open Season Hotline for more information at 800-PIC-APWU, or check out the Health Plan's website at www.apwuhp.com.

Yours in Union Solidarity,

President
Health Plan Representative
APWU, AFL-CIO

# Sample – Walk-Around List

***Elmhurst Local***
***Local: 1343***

***Report ID: Walk-Around List***
***Run Date: June 04, 2018***

| First Name | Last Name | Street Address | City | State | Zip | Sex |
|---|---|---|---|---|---|---|
| Kathryn | Foote | 173 Fellows Ct | Elmhurst | IL | 60126-3108 | F |
| Michael | Kevil | 454 Spring Rd Apt 9 | Elmhurst | IL | 60126-3888 | M |
| Rita | Patel | 7225 Bayberry Ln | Darien | IL | 60561-3707 | F |
| Kenneth | Reed | 401 Central Ave | Matteson | IL | 60443-1405 | M |
| Ae | Ro | 3264 Sanders Rd Apt 7a | Northbrook | IL | 60062-7136 | F |
| Yolanda | Stuart | 21018 Zausa Dr | CREST HILL | IL | 60403 | F |
| Lori | Virani | 214 Norris Ave | West Chicago | IL | 60185-2736 | F |
| Hyeon | Yu | 152 Michigan Dr | Bloomingdale | IL | 60108-8822 | F |

***Count for Local 1343: 8***

# Tips on Promoting APWU Health Plan

As a Health Plan Representative, you are responsible for keeping the APWU Health Plan's name in the public eye. There are a variety of ways to do this. Take advantage of the following promotional ideas and do as many as possible, all year long. Let us know your success.

# Tips on Promoting APWU Health Plan

- Participate in Local organizing drives and meetings to attract new Union members as well as existing Union members not in the Plan. Use this opportunity to let potential members know that the APWU Health Plan is your Union Plan, and a department of the APWU. By joining the Health Plan, they support a Union product and provide revenue to the Union.
- Post Health Plan information and newsletters on employee and Union bulletin boards and other designated areas, for Open Season and throughout the year.
- Coordinate a Health Plan day at your Local, or a table at Local picnics.

- Distribute Health Plan materials whenever possible. Printed flyers covering both the High Option and Consumer Driven Option benefits and premium changes are available from the Health Plan. Contact the Health Plan to make certain that you have a supply available for distribution.
- Form a Health Plan committee and train members to help you promote the Plan. Try to get volunteers from all shifts.
- During Open Season, work with your committee, or Shop Stewards to ensure that all shifts receive information regarding the Health Plan.
- Establish and maintain contact with postal and federal Health Benefits Officers in your area. Become the Health Plan liaison with postal Health Benefit Officers in Local area for health fairs, relationship building, education and distribution of Plan materials.

- Participate in health fairs at your post office, other post offices in your area, and federal agencies. If you are uncertain of dates and locations, contact the Health Plan for health fair information.
- Involve yourself with retired members or retiree organizations such as the National Association of Retired Federal Employees (NARFE). The website for NARFE is www.narfe.org. Check to see if your Local has a retirees department and make certain they receive Health Plan information. You can also make presentations on behalf of the Health Plan at retiree meetings throughout the year.
- Share "your" marketing tips with other HPRs at the annual HPR Seminar, via e-mail, phone or newsletter.
- Use the walk-around lists mailed to you in September. Contact as many members as you can to sell the Plan to them.

- Keep your name, phone number, and/or e-mail address public so that members and potential members know how to reach you.
- Know about other health plans. Although direct comparisons between plans are not permissible, make sure you know the advantages of the APWU Health Plan. Brochures for other FEHBP plans are available on the OPM website at: www.opm.gov/healthcare-insurance/healthcare, or at Local health fairs.
- Publicize the Health Plan's website address www.apwuhp.com. If your State or Local has a website, make certain a link is set up from your site to the Health Plan's webpage.

- Keep APWU Health Plan Brochures available. Make it known that you are the Health Plan's Representative and can answer questions.
- Wear your APWU Health Plan shirt when representing APWU Health Plan.
- Coordinate with Web masters to add Health Plan link and material to Local website.
- Coordinate with Local Editors to promote the Health Plan in Local publications. In the HPR section of the Health Plan's website are a variety of articles for your use. They can be submitted as an article or used as a handout to be distributed at meetings and at the workplace.

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# POSTAL SERVICE EMPLOYEE (PSE) ENGAGEMENT



# WELCOME TO APWU HEALTH PLAN!

The APWU Health Plan Consumer Driven Option offers PSEs important benefits.

In an effort to make the health insurance affordable through negotiations the APWU was able to persuade the USPS to pay 75% of the total premium when you select the Consumer Driven Plan.

For all other FEHB plans, the PSEs will have to pay 100% of the premium.

# HOW YOU WILL BE NOTIFIED?

Your office will inform you of:

- The date of your break in service and when you will return to work.
- The job/hours/location you will be going back to.
- Two Form 50s will be sent to you:

  Termination and Rehire

The Director of the Health Plan will send out a welcome kit containing a welcome letter, a PSE flyer and folder.

# OFFICE OF PERSONNEL MANAGEMENT (OPM) and ELIGIBILITY REQUIREMENTS

OPM requires that to be eligible for FEHB, PSEs must:

1. Complete one full year (365 calendar days) of continuous employment with no breaks in service of more than five days.
2. Maintain sufficient earnings each pay period to cover the cost of premiums after all of mandatory deductions. *(e.g. Social Security, Medicare, and Federal taxes)*
3. After an initial appointment of a 360-day term and upon reappointment, any eligible PSE may participate in the Federal Employees Health Benefit Program (FEHB)
4. When you are eligible to enroll in the FEHB, you will be sent a letter from the Postal Service containing important enrollment information.

# THE "BREAK IN SERVICE"

- A break in service is when an employee is off the rolls for 5 continuous days. *Note: If a PSE has a break of more than 5 days he/she must start a new period of 360 days.*
- Management cannot assign a break in service of more or less than 5 days just to avoid granting eligibility for health insurance. The 5 day break-in-service can be taken at any time.

# THE "BREAK IN SERVICE"

- A Form 50 is cut and a reappointment is issued. *Annual Leave is not considered a break in service.*
- Union membership carries over to the new appointment, you do not sign up again. However, for all other deductions, you must sign up again.
- Upon reaching 365 days a PSE should immediately apply for insurance.

# ENROLLING

- Once eligible, PSEs should immediately apply for health insurance.
- You **MUST** sign up within 60 days from when you become eligible. *Failure to apply for health insurance during the 60 days after the FIRST appointment, will result in only being eligible to apply during Open Season or with a* Qualifying-Life Event (QLE).
- You may enroll in various ways: U.S. Mail, Phone, Fax, Online

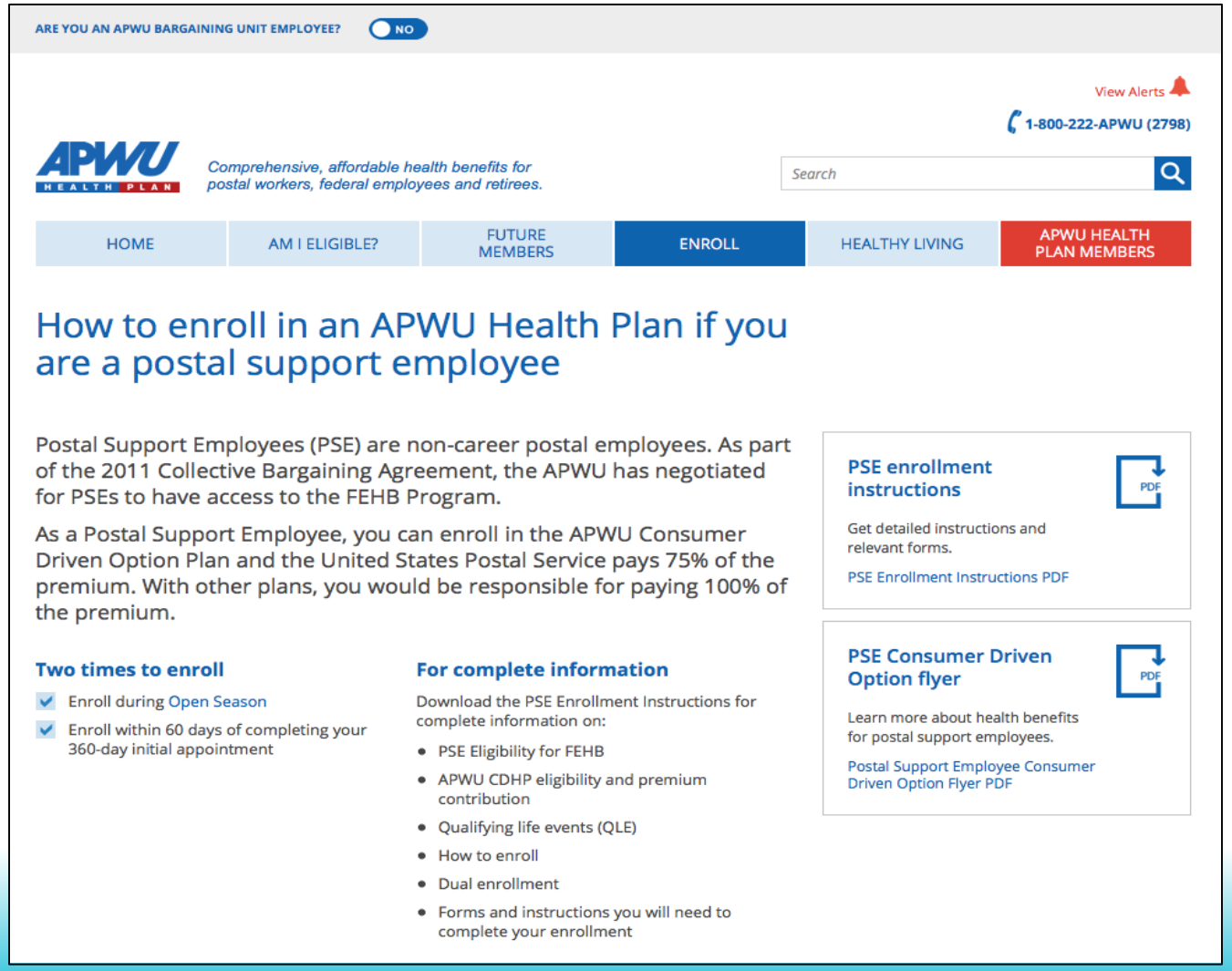
# CONTACTING SHARED SERVICES

Be sure you document the date/time, and get a confirmation number when you talk to Shared Services.

HRSSC (Shared Services)
Compensation/Benefits
P.O. Box 970400
Greensboro, NC 27497-4000
(877) 477-3273, Option 1
TTY (866) 260 - 7507

# PSE WEB PAGE

## https://www.apwuhp.com/enroll/how-to-enroll/postal-support-employees/



# CONTACT INFORMATION

- PostalEase: **https://liteblue.usps.gov**
- Employee Self Service Kiosk
- Intranet (From the Blue Page)
- Office of Personnel Management (OPM): **www.opm.gov/insure/health**

# THANK YOU!

You will receive an email following our Seminar with a link to fill out your class evaluations online.

Please note any questions for the Roundtable discussion on the card provided and place in the drop box at the Registration Desk.

The Roundtable discussion will be during Closing Session:

**Sunday, October 28, 2018**

