



BENEFITS

USPS Health Benefits Plan – APWU Employees

ELIGIBILITY

Beginning with the 2016 Special Enrollment Period, all APWU non-career employees are automatically eligible to enroll in the USPS Health Benefits (USPSHB) Plan after their enter-on-duty (EOD) date. This includes Postal Support Employees (PSEs).

SPECIAL ENROLLMENT PERIOD

As a Postal Support Employee (PSE), you can enroll during the Special Enrollment Period from **May 16, 2016 – June 30, 2016**, 11:59 PM Eastern Time. Your coverage will be effective on **July 9, 2016**.

USPS CONTRIBUTION (PER PAY PERIOD)

If you choose to enroll in the USPSHB Plan, you will receive a Postal Service contribution of at least \$125 per pay period and have your Self Only premium capped at 9.5% of your gross pay each pay period.

YOUR CONTRIBUTION (PER PAY PERIOD) FOR 2016

Self Only: \$35

Self Plus One: \$195

Self and Family: \$355

HOW TO ENROLL

Once you have decided to enroll in the USPSHB Plan, access *PostalEASE* via the web at <https://liteblue.usps.gov>, on an Employee Self-Service Kiosk (available at some facilities), or by calling the Employee Service Line at 1-877-477-3273, option 1; TTY 866-260-7507.

The quickest way for your election to take effect is for you to use *PostalEASE*. However, if you are unable to use *PostalEASE*, you may also complete the *PostalEASE* Worksheet (available on LiteBlue) and mail it to the HR Shared Service Center at:

HRSSC
Compensation/Benefits
PO Box 970400
Greensboro NC 27497-0400

WHEN IS MY NEXT OPPORTUNITY TO ENROLL

If you do not enroll during this Special Enrollment Period, you will have to wait to enroll until the next Open Season that begins each November and any election you make will not take effect until the following January. Or, you will be able to enroll if you have a qualifying life event (for example, you get married or have a baby).

WHEN ARE NEW HIRE EMPLOYEES ELIGIBLE

New hire Postal Support Employees (PSEs) are eligible to enroll beginning on their enter on duty (EOD) date. Coverage will take effect the pay period after their election is processed. This information will be communicated to them at orientation. They will receive a new hire kit in the mail with the USPSHB Plan information.

FURTHER INFORMATION IS AVAILABLE AT LITEBLUE

Plan information for USPS Health Benefits Plan is available on LiteBlue at <https://liteblue.usps.gov/benefits>. The *Summary of Benefits and Coverage* provides a helpful overview of what the USPS Health Benefits Plan covers and your share of health care costs.

If you have questions relating to enrolling in benefits, please contact the HRSSC at 1-877-477-3273, option 5; TTY 1-866-260-7507. If you have questions about the health insurance coverage that is being offered, you must contact UnitedHealthcare for assistance at 1-888-496-6959. Employees who are deaf or hard of hearing may call this number via 711, the Telecommunications Relay Service (TRS).