

Title: Federal Benefits for Staffing & HR Specialists

Format: Lecture, discussion, practical exercises, quizzes, case studies

Duration: 3-Days

Service Computation Dates & Leave Accrual

- Service Computation Dates
- Creditable Service for Leave Accrual
- Creditable Service for CSRS Retirement
- Creditable Service for FERS Retirement

Retirement Coverage Determinations

- Historical Background
- Types of Appointments
- Exclusions by Law and Regulation
- Coverage Determination
- FERS Election Opportunities

Federal Employees Health Benefits Program

- Responsibilities
- Features
- Eligibility to Enroll
- Cost
- Types of Plans
- Premium Conversion
- Effective Dates/Changes/New Enrollments
- Coverage for Foster Child/Grandchild
- Proof of Marriage
- Table of Permissible Changes
- Coverage for Former Spouse
- Temporary Continuation of Coverage
- Canceling Coverage
- Notice of Change in Benefits
- Termination of Coverage
- Continuation of Enrollment into Retirement

FSAs, FLTCIP, and FEDVIP

- Flexible Spending Accounts
- Long Term Care
- Dental & Vision Program
- Post-Retirement Coverage

Federal Employees Group Life Insurance

- Eligibility for Coverage
- Basic Life Insurance
- Types & Amounts of Insurance
- FEGLI Optional Insurances
- Canceling a Waiver of Basic Insurance

- Canceling a Declination of Optional Insurance
- Termination of Coverage
- Conversion of basic/Optional Insurance
- Requirements for Continuing Insurance into Retirement
- Payment of Benefits
- Designation of Beneficiary
- Additional Payout Options

Retirement Overview

- Costs to Employees CSRS/FERS
- Retirement Eligibility CSRS/FERS

Thrift Savings Plan (TSP)

- TSP Management
- Employee & Agency Contributions
- Eligibility to Participate
- Vesting Requirements
- Elective Deferral Limit
- TSP Catch-Up Contributions
- Investment Funds
- Interfund Transfers
- Loan Program
- In-Service Withdrawals
- Withdrawal Options at Separation
- Taxation of TSP Distributions
- TSP Death Benefits

Social Security

- References & Contacts
- Eligibility Requirements
- Personal Earnings & Benefit Estimate Statement
- Applying for Benefits