­­

Date (Month Day, Year)

Name­

Address 1

Address 2

City, State Zip

Subject: Health Benefits Premium Balance

Dear [Name],

The District government assists employees enrolled in District government sponsored health insurance plans by permitting them to continue health benefits while in a non-pay status. When informed of the non-pay status, an enrolled employee may choose to continue or terminate coverage.

Because you continued coverage while in a non-pay status, you are responsible for your share of the premium costs for that coverage.

According to records with the Office of Pay and Retirement Services (OPRS), your balance due as of [Date] is [Amount].

[Use if enrolled employee returns to pay status and elected to submit a lump sum payment.]

On (date) you agreed to submit a lump sum payment to satisfy the balance you owe for your share of the premium payments for your continued benefit(s) coverage while you were in a non-pay status. Upon your return to pay status, you must submit payment to your agency’s human resources office by cashier’s check or money order payable to “D.C. Treasury”. You must include on the check:

1. Your name,

2. Your social security number, and

3. A note that the payment is for "FEHB premium" or “DCEHB premium” as appropriate.

[Use if enrolled employee returns to pay status and elected to incur debt. (this is the default choice if no election was made)]

Upon your return to pay status effective [Date], this debt will be satisfied in increments of $50/pay period for each individual benefit (health/life/disability) until paid in full, in addition to the premium deduction.

[Use if enrolled employee separates.]

Upon your separation effective [Date], you are required to pay the above amount in full. Please submit payment to your agency’s human resources office upon my return by cashier’s check or money order payable to “D.C. Treasury”. You must include on the check:

1. Your name,

2. Your social security number, and

3. A note that the payment is for "FEHB premium" or “DCEHB premium” as appropriate.

Sincerely,

John Doe

Placeholder Specialist