



The **Federal** Long Term Care Insurance Program™



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For help with your application, call 1-800-LTC-FEDS (1-800-582-3337) (TTY 1-800-843-3557) or visit us at www.LTCFEDS.com/apply

Abbreviated Underwriting Application Guide

APPLY TODAY!

Premiums are based on your age when we receive your application.

The Federal Long Term Care Insurance Program is administered by Long Term Care Partners, LLC, and offered by John Hancock Life Insurance Company, Boston, MA Metropolitan Life Insurance Company, New York, NY



Sponsored by the
UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Who is eligible to apply with Abbreviated Underwriting?

Persons in the following groups are eligible to apply for coverage within **60 days of their hire OR eligibility date** using the Abbreviated Underwriting Application.

New and newly eligible Employees and their spouses

- **Federal employees** in positions that convey eligibility for the Federal Employees Health Benefits Program (whether or not they are actually enrolled in FEHB)
- **U.S. Postal Service employees** in positions that convey eligibility for the Federal Employees Health Benefits Program (whether or not they are actually enrolled in FEHB)
- **Active Members of the Uniformed Services** who are on active duty or full-time National Guard duty for more than 30 days
- **Active Members of the Selected Reserve** (Members of the Individual Ready Reserve are NOT eligible to apply)
- **Tennessee Valley Authority employees** (even though they may not be eligible for FEHB coverage)
- **D.C. Courts employees**
- **Navy Personnel Command (BUPERS) NAF employees**
- **Employees** who transfer from a position that does not convey eligibility for this Program to one that does
- **Employees** who return to an eligible position after a break in service of at least 180 days
- **Spouses of Employees listed on this page**

Newly married spouses of eligible Employees (including eligible D.C. Government employees)

If you are not eligible to apply using the Abbreviated Underwriting Application but are interested in applying for coverage, you can request the Full Underwriting Application by calling **1-800-LTC-FEDS** (1-800-582-3337) (TTY 1-800-843-3557) or visit us at www.LTCFEDS.com/apply.

What to have available before starting your application

Depending on the options you choose on the application, you may need the following information available to complete the application.

- Your Social Security Number and Date of Birth (Part A)
- A list of prescription medications you have taken over the past 6 months (Part C)
- Name, address and telephone number of your Primary Care Physician (Part E)
- If you choose to pay premiums by:
 - Payroll deduction or other annuity/pension deduction, you will need the correct Payroll or Annuity/Pension Office Identifier which you can find in this Guide, starting on page 3 (Part H)
 - CSRS/FERS Annuity Deduction, you will need your annuity claim number (Part H)
 - Automatic Bank Withdrawal, you will need a voided check or voided savings deposit slip (Part H)
- If you would like to name someone to receive notice if your coverage is about to lapse due to unpaid premiums, you will need that person's name and address (Part I)

Important

1. If you are the person named on the sticker affixed to the front of the Rate Quote, please put that sticker on your application before you begin to complete it. Make any necessary changes to your name and/or address. We've included an extra application for another person who is eligible to apply. **Important: Each individual applying for coverage must complete a separate application.** Call us if you need additional applications at **1-800-LTC-FEDS** (1-800-582-3337) (TTY 1-800-843-3557).
2. Please select the plan you prefer in Part F. Select one of our four pre-packaged plans OR customize your own plan. If you select a pre-packaged plan, you cannot customize a plan. **Be sure to indicate your choice for Inflation Protection.**
3. Mail the application(s) to: **Long Term Care Partners, P.O. Box 797, Greenland, NH 03840-9803.** A postage-paid envelope is enclosed for your convenience.
4. Depending on your answers to the questions on the application, you may receive a call from a registered nurse to conduct a telephone interview or to schedule an in-home interview. Our decision to approve your application will be based on the answers and explanations on your application, as well as any information we receive from your medical records and/or your interview with a registered nurse.
5. You must inform Long Term Care Partners, in writing, if between the date you sign this application and the date your insurance coverage is effective: (a) your health changes in a way that would cause any answer you give on this application to no longer be correct, or (b) you receive any medical advice or treatment from a physician or other health care practitioner for a condition that would affect an answer to any question on this application.

Note: For information on when coverage becomes effective for approved applicants, please see Section 4 of the FLTCIP Outline of Insurance Coverage in **Book 1 — Program Details and Rates.**

Thank you for your cooperation. We look forward to receiving your completed application.

Payroll and Annuity/Pension Office Identifiers

In Part H of the application, if you choose to pay premiums through payroll or annuity/pension deduction, you will need to write the Payroll Office Identifier (POI) or Annuity/Pension Office Identifier (A/POI) on your application. You can find that identifier in this section.

Employees can find their Payroll Office Identifier below. Active and retired members of the uniformed services and annuitants can find their identifiers on page 6. If you do not find your identifier below, visit us online at www.LTCFEDS.com/payroll or contact us at **1-800-LTC-FEDS** (1-800-582-3337) (TTY 1-800-843-3557).

Attention All Overseas Employees: If your payroll is serviced by the Department of State, please use POI **19009999**.

<u>Civilian Employees by Department/Agency</u>	<u>POI</u>	<u>Civilian Employees by Department/Agency</u>	<u>POI</u>
Advisory Council on Historic Preservation	DOIHP00	Barry Goldwater Scholarship Foundation	GSAGE
African Development Foundation	DOIAN00	Bonneville Power Administration	89001401
Agency for International Development	AM0000	Chemical Safety & Hazard Investigation Board	CS0000
American Battle Monument Commission		Christopher Columbus Fellowship Foundation	GSABZ
- Arlington VA Headquarters	GSAAB1	Commission for Purchase from the Blind & Severely Disabled	GSAHB
- Mexico	GSAAB5	Commission of Fine Arts	DOICF00
- Panama	GSAAB6	Commission on Affordable Housing & Health Facilities	GSAZT
- Paris	GSAAB2	Commission on Ocean Policy	GSAZW
- Philippines	GSAAB3	Commission on Security & Cooperation in Europe	850000
- Tunisia / Rome	GSAAB4	Commodity Futures Trading Commission	CF0000
Appalachian Regional Commission	660000	Congressional Budget Office	AQ0000
Appraisal Subcommittee / Federal Financial Institute Exam Council	GSAFI	Congressional Executive Committee on the People's Republic of China	CH0000
Architect of the Capitol / U.S. Botanic Garden	BG0000	Consumer Product Safety Commission	DOISK00
Architect of the Capitol / U.S. Senate Restaurants	SR0000	Cooperative Extension Services	
Architect of the Capitol	LA0000	- Auburn University	12050301
Architectural & Transportation Barriers Compliance Board	BD0000	- Clemson University	12050341
Arctic Research Commission	DOIAW00	- Oregon State University	12050337
Armed Forces Retirement Home	RH0000		

Civilian Employees by Department / Agency POI

<i>Cooperative Extension Services, continued</i>	
- Purdue University	12050314
- University of Arkansas	12050304
- University of Delaware	12050308
- University of Hawaii	12050311
- University of Kentucky	12050317
Corporation for National and Community Service	NS0000
Court Services & Offender Supervision Agency	
- Office of the Director	CD0000
- Pretrial Services Agency	CT0000
D.C. Court of Appeals	GSACO
D.C. Court Systems	GSAFN
D.C. Superior Court	GSASC
Defense Intelligence Agency	21006944
Defense Nuclear Facilities Safety Board	DN0000
Delta Regional Authority	GSADA
Department of Agriculture	
- Agricultural Marketing Service	020000
- Agricultural Research Service	030000
- Animal & Plant Health Inspections Service	340000
- Coop. State Research Education & Ext. Service	220000
- Departmental Administration	DA0000
- Economic Research Service	180000
- Farm Service Agency	FA0000
- Farm Service Agency County Offices	CE0000
- Food and Nutrition Service	300000
- Food Safety and Inspection Service	370000
- Foreign Agricultural Service	100000
- Forest Service	110000
- Grain Inspection Packers & Stockyards Admin.	360000
- Milk Market Administration - Boston	12250144
- Milk Market Administration - Georgia	12250164
- Milk Market Administration - Kansas	12250137
- Milk Market Administration - Minnesota	12250141
- Milk Market Administration - New York	12250144
- Milk Market Administration - Ohio	12250119
- Milk Market Administration - Texas	12250122
- Milk Market Administration - Virginia	12250112
- Milk Market Administration - Washington	12250166
- National Agricultural Statistics Service	200000
- National Appeals Division	NA0000
- National Finance Center - Employees	900000
- National Sheep Industry Improvement Center	SC0000
- Natural Resources Conservation Service	160000
- Office of Budget and Program Analysis	420000
- Office of Chief Economist	380000
- Office of Civil Rights	EO0000
- Office of Communications	130000
- Office of the Chief Information Officer	IT0000
- Office of the Executive Secretariat	ES0000
- Office of the General Counsel	140000
- Office of the Inspector General	230000
- Office of the Secretary	010000

Civilian Employees by Department / Agency POI

<i>Department of Agriculture continued</i>	
- Risk Management Agency	080000
- Rural Business Cooperative Service	320000
- Rural Housing Service	070000
- Rural Utilities Service	150000
Department of Commerce	
- Bureau of Economic Analysis	530000
- Bureau of Industry and Security	670000
- Bureau of the Census	630000
- Economic Development Administration	520000
- Economics and Statistics Administration	650000
- International Trade Administration	550000
- Minority Business Development Agency	590000
- National Institute of Standards & Technology	570000
- Nat'l Oceanic & Atmospheric Admin. - Civilian	540000
- Nat'l Technical Information Service	620000
- Nat'l Telecommunications & Information Admin.	610000
- Office of the Inspector General	640000
- Office of the Secretary	510000
- Patent and Trademark Office	560000
- Technology Administration	330000
Department of Defense	
- Civilian Military Sealift Command–Atlantic	17062381
- Civilian Military Sealift Command–Pacific	17062383
- Civilian Provider for the Air Force	97380100
- Civilian Provider for the Army	97380800
- Civilian Provider for the Defense Agencies	97380500
- Civilian Provider for the Navy	97380600
- Civilian Provider for the Navy Shipyard	97380700
- Civilian Provider for the Overseas Army	97381100
- Civilian Provider for the Overseas Navy Air Force	97381000
Department of Education	DOIED00
Department of Energy	97381400
Department of Health & Human Services	75010098
Department of Homeland Security	
- Bureau of Citizenship & Immigration Services	CI0000
- Bureau of Customs & Border Protection	CU0000
- Directorate for Information Analysis & Infrastructure Protection / Export Admin.	II0000
- Directorate for Management	EA0000
- Directorate for Science & Technology	ST0000
- Federal Emergency Management Agency	CB0000
- Federal Law Enforcement Training Center	BE0000
- Federal Protective Service/FEDCIRC Segment	GSAHS
- Immediate Office of the Secretary	OS0000
- Immigration & Customs Enforcement	BB0000
- Office for Information Analysis	IA0000
- Office for Infrastructure Protection	DC0000
- Office of Domestic Preparedness	BA0000
- Office of the Inspector General	OG0000
- Office of the Under Secretary EP & R	EP0000

Civilian Employees by Department / Agency	POI
<i>Department of Homeland Security continued</i>	
- U.S. Secret Service	SS0000
Department of Housing & Urban Development	
- Office of Federal Housing Enterprise Oversight	FH0000
- Office of the Inspector General	HG0000
- All other HUD agencies	830000
Department of Interior	
- Bureau of Indian Affairs	DOIIN06
- Bureau of Land Management	DOIIN05
- Bureau of Reclamation	DOIIN07
- Minerals Management Service	DOIIN23
- National Park Service	DOIIN10
- Office of Surface Mining	DOIIN22
- Office of the Inspector General	DOIIN24
- Office of the Secretary	DOIIN01
- Office of the Solicitor	DOIIN21
- U.S. Fish and Wildlife Service	DOIIN15
- U.S. Geological Survey	DOIIN08
Department of Justice	
- Bureau of Alcohol, Tobacco, Firearms & Explosives	TF0000
- Community Relations Service	CR0000
- Drug Enforcement Agency	DE0000
- Executive Office for Immigration Review	EI0000
- Federal Bureau of Investigation	15020001
- Federal Prison System	FP0000
- Headquarters Components	HC0000
- Office of Justice Programs	JP0000
- Office of the Inspector General	IG0000
- U.S. Attorneys	JA0000
- U.S. Marshals Service	MS0000
- U.S. Trustee Program	UT0000
Department of Labor	16010001
Department of State	19009999
Department of Transportation	
- Saint Lawrence Seaway	DOITD06
- Surface Transportation Board	DOITD15
- All other DOT agencies	69001103
Department of Treasury	
- Alcohol & Tobacco Tax & Trade Bureau	400000
- Bureau of Engraving & Printing	AI0000
- Bureau of the Public Debt	AB0000
- Departmental Offices	910000
- Financial Management Service	AA0000
- Internal Revenue Service	930000
- Office of the Controller of the Currency	AJ0000
- Office of the Inspector General	950000
- Office of the Inspector General - Tax Admin.	TG0000
- Office of Thrift Supervision	20740001
- U.S. Mint	AD0000
Department of Veterans Affairs	36000200
Election Assistance Commission	GSAGQ
Environmental Protection Agency	68010015

Civilian Employees by Department / Agency	POI
Equal Employment Opportunity Commission	DOIEE00
Executive Office of the President	97381200
Export - Import Bank of the U.S.	GSAEB
Farm Credit Administration	250000
Farm Credit System Insurance Corporation	FK0000
Federal Communications Commission	210000
Federal Deposit Insurance Corporation	680000
Federal Election Commission	EC0000
Federal Energy Regulatory Commission	89021201
Federal Housing Finance Board	FB0000
Federal Labor Relations Authority	DOIAU00
Federal Maritime Commission	MC0000
Federal Mediation & Conciliation Service	FM0000
Federal Mine Safety & Health Review Comm.	810000
Federal Reserve Board of Governors	28003333
Federal Retirement Thrift Investment Board	GSARF
Federal Trade Commission	DOIFT00
Gallaudet University	75010095
General Services Administration - Employees	GSAGS
Government Accountability Office	970000
Harry S Truman Scholarship Foundation	DOIHT00
Interagency Council on the Homeless	470000
Inter-American Foundation	DOIF00
International Boundary Water Commission	WC0000
International Trade Commission	DOITC00
James Madison Memorial Foundation	DOIBK00
Japan - U.S. Friendship Commission	GSAUJ
Kennedy Center for the Performing Arts	GSASM
Library of Congress Child Care Development Ctr.	CC0000
Library of Congress	AE0000
Marine Mammal Commission	GSAMA
Medicare Payment Advisory Commission	GSAZL
Merit System Protection Board	500000
Millennium Challenge Corporation	DOIMI00
Millennial Housing Commission	GSAZQ
Morris K Udall Scholarship Fund	GSAEO
National Aeronautics & Space Administration	
- Ames Research Center	DOINN21
- Dryden Flight Center	DOINN24
- Goddard Space Flight Center	DOINN51
- Headquarters	DOINN10
- John C Stennis Space Center	DOINN64
- John H Glenn Research Center	DOINN22
- Johnson Space Center	DOINN72
- Kennedy Space Center	DOINN76
- Langley Research Center	DOINN23
- Marshall Space Center	DOINN62
National Archives & Records Administration	GSANQ
National Capital Planning Commission	PC0000
Nat'l Commission on Libraries & Information Science	DOICX00
National Commission on Terrorist Acts upon U.S.	GSAZZ

Civilian Employees by Department / Agency	POI
National Council on Disability	GSANK
National Credit Union Association	GSACU
National Education Goals Panel	DOICG00
Nat'l Educational Standards & Improvement Council	DOICS00
Nat'l Foundation on the Arts & the Humanities	
- Institute of Museum and Library Services	IM0000
- National Endowment for the Arts	690000
- National Endowment for the Humanities	EH0000
National Gallery of Art Publication Fund	GP0000
National Gallery of Art	240000
National Labor Relations Board	DOINL00
National Mediation Board	GSANM
National Science Foundation	DOINF00
National Security Agency	21006944
National Transportation Safety Board	DOITB00
Nuclear Regulatory Commission	DOINU00
Nuclear Waste Technical Review Board	GSABW
Occupational Safety & Health Review Comm.	460000
Office of Compliance	OC0000
Office of Government Ethics	270000
Office of Navajo & Hopi Indian Relocation	DOIRE00
Office of Personnel Management - Employees	GSAOM
Overseas Private Investment Corporation	DOIGB00
Peace Corps	PU0000
Pension Benefits Guaranty Corporation	DOIBG00
Presidio Trust	DOIGJ00
Public Defender Service for the District of Columbia	GSAPD
Railroad Retirement Board	GSARR
Securities & Exchange Commission	DOISE00
Selective Service System	DOISS00
Small Business Administration	310000
Smithsonian Institution	
- Smithsonian Institution Federal	700000
- Woodrow Wilson Int'l Ctr for Scholars Federal	720000
Social Security Administration	DOISZ00
Stennis Center for Public Service	GSALQ
SW Penn Heritage Preservation Commission	GSAIN1
Tennessee Valley Authority	64009901
Trade and Development Agency	DOIEW00
U.S. Capitol Police	CP0000
U.S. China Security Review Commission	GSAZS
U.S. Commission on Civil Rights	840000
U.S. Comm. on International Religious Freedom	GSAZP

Civilian Employees by Department / Agency	POI
U.S. Court of Appeals for Veterans Claims	740000
U.S. Government Printing Office	LP0000
U.S. Holocaust Memorial Museum	DOIHD00
U.S. House of Representatives	00004831
U.S. Institute of Peace	GSAAI
U.S. Office of Special Counsel	060000
U.S. Postal Service	18000009
U.S. Senate	00004829
U.S. Supreme Court	10005698
U.S. Tax Court	23000001
U.S. Tax Court - Judges	23000002
Utah Reclamation Mitigation & Conservation	DOIUT00
Valles Caldera Trust	DOIGM00
White House Comm. on Nat'l Moment of Remembrance	GSAGN

Active Members of the Uniformed Services POI

Air Force - Active Duty	AIRFACT
Air Force - Reserves	AIRFRES
Air Force - Guard	AIRFGUA
Army - Active Duty	ARMYACT
Army - Reserves	ARMYRES
Army - Guard	ARMYGUA
Coast Guard - Active Duty	CGRDACT
Coast Guard - Reserves	CGRDRES
Marines - Active Duty	MARNACT
Marines - Reserves	MARNRES
Navy - Active Duty	NAVYACT
Navy - Reserves	NAVYRES
Nat'l Oceanic and Atmospheric Admin. - Active Duty	NOAAACT
Public Health Service - Active Duty	PHSACT

Retired Members of the Uniformed Services A/POI

Air Force - Retired	AIRFANN
Army - Retired	ARMYANN
Coast Guard - Retired	CGRDANN
Marines - Retired	MARNANN
Navy - Retired	NAVYANN
Nat'l Oceanic and Atmospheric Admin. - Retired	NOAAANN
Public Health Service- Retired	PHSANN

Annuitants A/POI

CSRS/FERS Annuitant (Serviced by OPM)	24900002
Tennessee Valley Authority - Retiree	64909901
Foreign Service Annuitant - Department of State	19000001