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April 29, 2019

Dear fellow employee,

As a reminder, the Payroll Deduction Program administered by the Personnel Cabinet to remit payments for voluntary optional insurance will end effective **July 1, 2019**. Initial notice regarding this change was provided to enrolled employees in October 2018.

To prepare for this change, we would like to remind you of the following:

- This change does not apply to payments made to state-sponsored plans (health, life, dental, vision, or Deferred Compensation), employee associations, or banks/credit unions. Additionally, county clerk and sheriffs' office employees are not impacted by this change.
- If you wish to maintain any of your current voluntary optional plans or policies, you must contact the company to set-up direct payment no later than June 30, 2019. If you choose to have your direct payment begin prior to July 1, 2019, you should also contact your Human Resource office to request cancellation of your payroll deduction.

NOTICE: To aid this process and avoid unintended lapses in coverage for plans or policies employees may wish to maintain, companies have also been advised to contact their enrolled employees.

- On July 1, 2019, any remaining payroll deductions to voluntary optional insurance companies will be discontinued.

Thank you in advance for your prompt attention to this matter. Be aware that action is required should you choose to maintain any voluntary optional plans or policies you currently have.

Sincerely,

A handwritten signature in black ink that reads "Mary Elizabeth Bailey".

Mary Elizabeth Bailey, Commissioner  
Department of Human Resources Administration