

## HRG Memorandum 14-24



Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
2<sup>nd</sup> Floor, State Office Building  
501 High Street  
Frankfort, Kentucky 40601

Website [kehp.ky.gov](http://kehp.ky.gov)

**To: KEHP Human Resource Generalists (HRGs)**  
**From: Department of Employee Insurance (DEI)**  
**Re: Open Enrollment Updates**  
**Date: September 25, 2014**

Please review this memo carefully as it contains several updates related to Open Enrollment. As mentioned in HRG Memo 14-21, this is a **mandatory, active** Open Enrollment that starts on October 13 and ends at midnight on October 30. Benefit fairs begin next week.

### Benefits Selection Guide Clarifications

- New Hire Enrollment (page 30) – Changes have been made and members hired between Sept. 1 and Nov. 1 **can** enroll through KHRIS ESS. If you enter the hiring action, the new hire will see both a 2014 new hire option and a 2015 Open Enrollment option. The key is that the new hire must first enroll for 2014 benefits, wait at least one day and then enroll using the Open Enrollment option.
- Benefits Grid (page 22) – For the Standard PPO **prescription drug annual out-of-pocket maximum**, the amount for single is \$2,500 and for family is \$5,000. This is lower than the medical annual out-of-pocket maximum for this plan and is the same pharmacy annual out-of-pocket maximum for the LivingWell PPO. Remember, for the PPOs, the medical and pharmacy maximum out-of-pocket limits accumulate separately and independently.

### Online Enrollment JAWS Compatible

- The 2015 Online Open Enrollment portal has been tested and is compatible with current versions of JAWS screen reader software *when the accessibility feature setting is turned on for the specific user*. If you are aware of members who use a screen reader and would benefit from having this functionality available, please have them provide the member's Name, Employee ID, and PERNR to the Personnel Cabinet Access Control Branch at [pers.acb@ky.gov](mailto:pers.acb@ky.gov). This setting must be turned on and setup for each user.



### Paper Applications

- **DO NOT FAX** applications. Mail them to:  
Department of Employee Insurance  
EIB – Open Enrollment  
501 High Street, 2<sup>nd</sup> Floor  
Frankfort, KY 40601

### Cross-Reference Applications

- For Open Enrollment **only**, we can accept cross-reference applications without an IC signature. Both members **must** sign. Anyone cross-referenced with a KRS or KTRS retiree must have a KRS or KTRS IC signature.

### Flu Shots

- Flu shots have been free the entire year under the preventative benefit; therefore, no special dates are set aside for a free flu shot program this OE

### Open Enrollment Training

- If you were unable to attend the OE IC/HRG Training, it is now available online at [kehpcy.gov](http://kehpcy.gov), under the IC/HRG Resources box.

### Availability of Online Enrollment

- Although OE ESS online enrollment is open for benefit fairs, others can and may enroll before October 13; however, please know we are not advertising that ESS is open any sooner than October 13. **If anyone tries to enroll before October 13, they are on their own. Any OE related calls surrounding passwords, KHRIS User ID, Technical Support will not be answered until starting October 13 – the first day of OE.**

### Benefit Fairs

- Benefit Fairs start next week, October 1. Please encourage your KEHP members to attend.
  - Enrollment kiosks at all locations
  - New vendors at all locations
  - Flu shots at all locations

Go to [kehpcy.gov](http://kehpcy.gov) for detailed Open Enrollment information.