HRG Memorandum 15-25

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

Website kehp.ky.gov

To: **KEHP Human Resource Generalists (HRGs)**

From: **Department of Employee Insurance (DEI)**

Re: **Open Enrollment Updates**

Date: **September 15, 2015**

Please review this memo carefully as it contains several updates related to Open Enrollment. As mentioned in HRG Memo 15-21, this is a hybrid Open Enrollment and some members must enroll and others do not and their 2015 plans will rollover to 2016. Open Enrollment starts on October 12 and ends at midnight on October 26.

- Members will receive individualized letters this year with their 2015 plan selection and actions they need to take for 2016. The chart below was provided before, but because it outlines who must enroll and who does not have to enroll, we are providing it again:

Do I have to enroll?

YES, if you want to:	NO, if you:
▪ Change your health insurance plan ▪ Elect or keep the employer-funded General Purpose Waiver Health Reimbursement Arrangement (HRA) ▪ Elect a Healthcare FSA ▪ Elect a Dependent Care FSA **Note:** If you did not complete your LivingWell Promise for 2015: ▪ You must enroll online and select either the Standard PPO or CDHP ▪ If you do not, you will be automatically defaulted to the Standard CDHP, single coverage level for 2016	▪ Want to keep your current health insurance plan option ▪ Currently have and want to keep your employer-funded Waiver Dental/Vision HRA ▪ Are a KRS, KTRS, or Legislative/Judicial return-to-work retiree, under age 65 and want to keep your current health insurance plan with your active agency

- Benefits Selection Guide – The BSG is now available online at kehp.ky.gov. The hardcopies will be shipped starting 9/23.

- New Hire Enrollment – 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 2015 new hire option and a 2016 Open Enrollment option. The key is that the new hire must first enroll for 2015 benefits, wait at least one day and then enroll using the Open Enrollment option.

- Paper Applications – **DO NOT FAX** applications. Mail them to:
  Department of Employee Insurance
  EIB – Open Enrollment
  501 High Street, 2nd 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. We will have flu shots available at the benefit fairs in Jefferson, Fayette and Franklin counties on a first-come, first-served basis.

- Availability of Online Enrollment – Although OE ESS online enrollment is open for benefit fairs, others can and may enroll before October 12; however, please know we are not advertisting that ESS is open any sooner than October 12. **Customer service support for calls related to passwords, KHRIS User ID, Technical Support, etc., will not be answered until October 12 – the first day of OE – through October 26.**

- Benefit Fairs – Benefit Fairs start October 1. Please encourage your KEHP members to attend.
  - Enrollment kiosks at all locations
  - Vendors at all locations

- Qualifying Events – If a QE occurs between Open Enrollment and January 1, 2016, you must submit a 2015 Add/Drop form and 2016 Add/Drop form.

Go to kehp.ky.gov for detailed Open Enrollment information.