



## HRG Memorandum 12-08

**To: KEHP Human Resource Generalists**  
**From: Department of Employee Insurance (DEI)**  
**Re: Administrative Manual –2<sup>nd</sup> Quarter Update**  
**Date: June 26, 2012**

KEHP's Administration Manual has been revised for the 2<sup>nd</sup> quarter of 2012. Several revisions and additions have been incorporated, including but not limited to:

- changes to the definition of a disabled dependent;
- new processes for retroactive terminations;
- new Appendix M – Chart to Assist in Refunding Premiums; and
- updated QE charts.

A copy is always maintained on our website. [Click here](#) to see the revised version.

If necessary, updates and or revisions to the Administrative Manual will be provided every quarter. We welcome your comments and suggestions to improve the document and request that you email [donnaM.cordier@ky.gov](mailto:donnaM.cordier@ky.gov) for any suggestions you may have.

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