



IC Memorandum 15-24

To: KEHP Insurance Coordinators

From: Department of Employee Insurance (DEI)

Re: Administrative Manual – Update 3rd Quarter 2015

Date: August 19, 2015

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

Web Site: kehpc.ky.gov

KEHP's Administration Manual has been updated. This manual is the tool for understanding qualifying events and deadlines along with internal DEI policies.

Many updates have been made, so we encourage you to read the entire manual. Please pay specific attention to the dependent eligibility chart, return-to-work retirees section, and the new employee orientation checklist and legal notices. Relevant updates are indicated at the beginning of each chapter with the 'updated' icon.

[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 donna.marcum@ky.gov for any suggestions you may have.

