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

Web Site: kehp.ky.gov

IC Memorandum 14-4

To: **KEHP Insurance Coordinators**

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

Re: **Administrative Manual – 1st Quarter 2014 Update**

Date: **January 15, 2014**

KEHP's Administration Manual has been updated. This manual is the tool for understanding qualifying events and deadlines along with internal DEI policies. Any relevant update has been identified with a yellow 'new' icon. NEW

Click here to see the revised version, and view the attachment for a presentation of the changes. **Please review carefully as almost every chapter has updated or new information.**

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 for any suggestions you may have.