



Department of
Employee Insurance

501 HIGH STREET, 2ND FLOOR
FRANKFORT, KENTUCKY 40601

DEI MEMO 20-03

TO: ICs and HRGs

FROM: Department of Employee Insurance

RE: Administration Manual Update

DATE: March 9, 2020

KEHP's Administration Manual has been updated for 2020. This manual is the tool for understanding qualifying events and deadlines along with other policies related to administering KEHP benefits. For the next quarterly release that we have, we plan to include guidelines for dental, vision and life insurance.

The specific updates included are listed and explained in the Admin Manual Changes Log and can be viewed [here](#).

Click [here](#) to see the new updated Administration Manual. Please know that you can contact the Enrollment Information Branch anytime for assistance at 502.564.1205. If necessary, updates and/or revisions to the Administration Manual will be provided every quarter. We welcome your comments and suggestions to improve the document and request that you email Jessica.Hetrick@ky.gov for any suggestions you may have.