



**Administration
Manual
Updates -
Second Quarter
2013**

Page 1

DEI's Organizational Structure & Contact Information

Enrollment Information Branch

(888) 581-8834 (option 2)

(502) 564-1205

(502) 564-1085 Fax

Member Services Branch

(888) 581-8834 (option 1)

(502) 564-6534

(502) 564-5278 Fax

Page 2 Introduction to KEHP

KEHP Partners:

HumanaHealth is clinical support for the physician/patient with emphasis on education, promotion of self-management, and outcomes.

Compass ChoiceRewards is an innovative program that uses financial incentives to motivate and redirect members to lower-cost, high-quality provider locations. Currently this is a pilot program only.

Page 2 Introduction to KEHP

DIVISION OF FINANCIAL AND DATA SERVICES

Data Analysis Branch

(502) 564-7101

(502) 564-0715 Fax

Financial Management Branch

(502) 564-9097

(502) 564-0715 Fax

Premium Billing Branch

(502) 564-9097

(502) 564-0364 Fax

Chapter 2, Pages 3 & 4

Newly Hired Employees Who Are Transferring From Another KEHP Participating Company – WITH or WITHOUT a Break in Employment

If the newly-hired transferring Employee transfers from an agency that does not participate in the KEHP FSA/HRA program, the newly-hired transferring Employee may elect to participate in an FSA/HRA with the new agency for the remainder of the calendar year.

Employee contributions will begin in the next semi-monthly billing period in which the employee was transferred into the new agency.

Chapter 2, Page 5

Newly-Hired Employees, Transfers,
Rehires and **Return-to-Work Retirees** to a
KEHP Participating Company

The return-to-work retiree will be treated similar to an Employee transferring to a new agency, except with a coverage effective date of the first day of the month following re-employment.

Chapter 4, Page 2 & 3

Leaves of Absence

Beginning LWOP & Extended LWOP

- KRS Chapter 18A Agencies and Technical Schools
(780 KAR 6:062)
- ~~702 KAR 1:035 School Board Employees:~~
- Non KRS Chapter 18A Agencies

Chapter 5, Page 3

Qualifying Event - Marriage of
Planholder

Chapter 5, Page 8

Qualifying Event – SPOUSE OR DEPENDENT LOSES OTHER EMPLOYER-SPONSORED GROUP HEALTH COVERAGE.

Health Insurance
Add Employee, Spouse, and/or Dependent(s), including Tag-Alongs, if event causes a loss of coverage under Spouse's or Dependent's health plan . an employer-sponsored health plan.

Healthcare FSA
Enroll in or increase election, if event causes loss of coverage under Spouse's or Dependent's an employer-sponsored health plan
Change Plan Option when adding Dependent(s) or Spouse

Chapter 5, Page 9

Qualifying Event – SPOUSE OR DEPENDENT GAINS OTHER EMPLOYER-SPONSORED GROUP HEALTH COVERAGE.

Health Insurance

Add Employee, Spouse, and/or Dependent(s), who becomes covered under ~~Spouse's or Dependent's health plan.~~
employer-sponsored group health plan.

Healthcare FSA

Decrease or terminate election, if ~~family~~ person becomes covered under an employer-sponsored group health plan ~~the~~
health plan of Spouse or Dependent

Chapter 10, Page 1

COBRA Continuation of Benefits Eligibility

Employees covered by KEHP have the right to elect COBRA continuation coverage if coverage is lost due to one of the following Qualifying Events:

- Termination (for reasons other than gross misconduct) of the Employee's employment or reduction in the hours of Employee's employment; or
- Termination of Retiree coverage when the former employer discontinues Retiree coverage within one year before or one year after filing for Chapter 11 bankruptcy.

NOTE: This includes transferring out of an agency, retirement, and LWOP.