



Kentucky Personnel Cabinet
 501 High Street
 Frankfort, KY



IC Memorandum 13-05

TO: KEHP/KGLI Insurance Coordinators

FROM: Department of Employee Insurance – Kentucky Employees’ Health Plan
 Kentucky Group Life Insurance

SUBJECT: Benefits Administration User Guides

DATE: February 11, 2013

The 1st quarter of 2013 updated Benefits Administration User Guide is now available on both KEHP’s and KGLI’s website. [Click here](#) for the revised Guides. The purpose of the Guide is to provide step-by-step instructions regarding benefits administration for health insurance, flexible spending accounts and life insurance. Also provided on the websites, is a Quick-Reference Benefits Administration User Guide for those that do not need the more detailed version.

If necessary, updates and or revisions to these Guides will be provided every quarter.

Benefits Administration User Guide

As of February 2013, ICs are asked to use the following matrix for processing:

Actions To Be Completed by IC	Actions To Be Sent to DEI or KGLI via Paper Application
▪ New Hire Enrollment	▪ Cross-Reference Payment Options
▪ Employee Demographic Updates/Changes	▪ Transfers
▪ Terminations	▪ Qualifying Events
▪ Reinstatement of Benefits (without break) in Employment for a Rehire	▪ Evidence of Insurability (EOI) – KGLI only
▪ Begin Leave Without Pay (LWOP)/non-FMLA	▪ Leave Without Pay (LWOP) w/premium-KGLI only
▪ Health Benefit Enrollment	▪ All Cancellation of Coverage Requests-KGLI only
▪ Plan Change History Report	▪ End Leave Without Pay
▪ Insurance Plan Cost Report	▪ Dependent Demographic Data Changes
▪ Life Policy Conversion Letter (s)	▪ Reinstatement with Break in Employment
▪ Smoker Status Report	
▪ Health Post Tax Participants Report	

Please note that the action “**bolded**” has been changed from previous updates. Some of the processing steps have been changed. The above matrix will be updated and ICs will be asked to complete more processes in KHRIS as additional training and User Guide updates are made available.

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