



Department of Employee Insurance

OPEN ENROLLMENT EXCEPTION REQUEST

DEI will now refer to a *Grievance* as an *Exception Request*. The local Insurance Coordinator (IC), HR Generalist (HRG), or retirement system must file the Exception Request on behalf of the member. Members must complete the Exception Request Form along with an updated Enrollment Application and submit to their local IC/HRG.

DEI will strictly adhere to the following dates and guidelines for Open Enrollment Exception Requests:

1. DEI **MUST** receive Open Enrollment Exception Request packages on or before January 31, 2019.
 - a. Mailed requests **MUST** have a post date on or before January 31, 2019.
 - b. Faxed requests **MUST** have a date stamp on or before January 31, 2019.
 - c. DEI will automatically deny any request faxed or postmarked on or after February 1, 2019.
2. DEI will automatically deny Open Enrollment Exception Requests received without a fully completed Enrollment Application.
3. Open Enrollment Exception Request effective dates if approved:
 - a. **Received and signed** by Dec. 31, 2018: January 1, 2019 effective date; and
 - b. **Received and signed** by Jan. 31, 2019: February 1, 2019 effective date.

Notes:

- Members will forfeit Waiver HRA and CDHP HRA funds if an Open Enrollment Exception Request related to these plans is not submitted by Dec. 31, 2018.
- Open Enrollment Exception Requests signed in December, but received in January, will be processed with a February 1, 2019 effective date if approved.

Click [here](#) for the 2019 Open Enrollment Exception Request form.

Click [here](#) for the 2019 KEHP Active Health Insurance Application.