



IC Memorandum 12-23

To: KEHP Insurance Coordinators
From: Department of Employee Insurance (DEI)
Re: New Grievance Form
Date: June 28, 2012

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

Web Site: www.KEHP.ky.gov

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An employee, who is dissatisfied with a decision regarding enrollment or disenrollment (Qualifying Events) in the plan, may file a grievance to the Department of Employee Insurance Grievance Committee.

Grievances are often times delayed due to missing information or unclear information. To help improve the process, we have a new Grievance Form and members should utilize the new form when filing a grievance. The form is located on the KEHP.ky.gov website under 2012 Forms.

If you have any questions, please contact Member Services at 888-581-8834, Option 1.

