



## IC Memorandum 13-20

**To: KEHP Insurance Coordinators (ICs)**  
**From: Department of Employee Insurance (DEI)**  
**Re: Open Enrollment Training for 2014**  
**Date: July 24, 2013**

Open Enrollment for the Kentucky Employees' Health plan is quickly approaching. To ensure ICs have all the information for a successful Open Enrollment, we are expanding our IC training to all day sessions at 10 locations throughout the state. Attendance at one of the training sessions is **strongly encouraged**. If you do not attend the full day of training, we will not be able to issue a training certificate.

This year, Open Enrollment is a **MANDATORY, ACTIVE ENROLLMENT**. This means each member **must** enroll in health insurance or waive coverage, and actively elect a healthcare and/or dependent care Flexible Spending Account. If a member does not actively enroll in a health plan or waive his/her coverage, they will be defaulted to a health insurance plan option.

You will find training dates and locations attached. Please complete the training registration and send to Lynn Mills with subject line TRAINING ENROLLMENT via email at [lynn.mills@ky.gov](mailto:lynn.mills@ky.gov) or fax to Lynn at 502-564-5278. Please allow 7 to 10 business days to receive your enrollment confirmation. **If you do not receive a confirmation, you may contact Lynn at 502-564-5654.** Registration deadline for training is August 31.

We look forward to seeing you at training!

