



HRG Memorandum 13-13

To: KEHP Human Resource Generalists (HRGs)
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 HRGs have all the information for a successful Open Enrollment, we are expanding Open Enrollment 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, waive coverage and/or actively elect a healthcare and/or dependent care Flexible Spending Account. If a member does not actively enroll in a health plan or waive their coverage, they will default to a health plan.

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 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!

