IC Memorandum 13-34

To: KEHP Insurance Coordinators (ICs)

From: Department of Employee Insurance (DEI)

Re: Open Enrollment Elections and COBRA Notices

Date: October 23, 2013

Changes to plans during Open Enrollment may trigger the Notification of COBRA Rights – Initial Notice/General Notice.

COBRA regulations provide that a group health plan is required to provide written notice of COBRA rights to all covered Employees and their Spouses, if any, when coverage under the plan first commences. If a member changes plans or adds a dependent not already covered during Open Enrollment, Ceridian is automatically notified and the initial notice of COBRA rights is sent.

Please relay this information to your members – these notices are normal general notices and are not the same as the COBRA continuation of benefits notice sent when coverage is terminated.