



HRG Memorandum 16-02

To: KEHP Human Resource Generalists

From: Department of Employee Insurance (DEI)

Re: Administration Manual – Update 1st Quarter 2016

Date: January 21, 2016

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

Web Site: kehp.ky.gov

KEHP's Administration Manual has been updated. This manual is the tool for understanding qualifying events and deadlines along with other policies related to administering KEHP benefits.

This update includes revisions to Chapter 1, Chapter 2, and the Appendices.

Chapter 1 – Eligibility, has a new item “Eligibility for Waiver General Purpose HRA and Waiver Dental/Vision only HRA”.

Chapter 2 – Enrollment, has a new item, “Reinstatement of an Employee”.

[Click here](#) to see the revised version.

If necessary, updates and/or revisions to the Administration Manual will be provided every quarter. We welcome your comments and suggestions to improve the document and request that you email donna.marcum@ky.gov for any suggestions you may have.

