



# KENTUCKY PERSONNEL CABINET

KENTUCKY EMPLOYEES' HEALTH PLAN  
501 HIGH STREET, 2ND FLOOR  
FRANKFORT, KENTUCKY 40601  
WWW.KEHP.KY.GOV



## IC MEMO 16-12

TO: KEHP Insurance Coordinators (ICs)  
FROM: Department of Employee Insurance  
RE: Open Enrollment Updates  
DATE: September 15, 2016

Please review this memo carefully as it contains several updates related to Open Enrollment. As mentioned in IC Memo 16-11, this is an Active Open Enrollment and **ALL** members must enroll or waive coverage. Open Enrollment starts on October 10 and ends at midnight on October 24.

- Benefits Selection Guide – The BSG will be available later today online at [kehp.ky.gov](http://kehp.ky.gov). The hard copies will be shipped starting 9/19.
- KHRIS – This weekend, the KHRIS team will move the new plan codes and rates to production. When you access KHRIS on Monday, you will see the new plan codes for 2017. It is very important you do your enrollments via HRBEN0001 and not PA30. Using HRBEN0001 ensures the correct plan is selected. If you use PA30, you run the risk of selecting the incorrect plan code. This pertains to all year, not just during OE.
- New Hire Enrollment – Members hired between Sept. 1 and Nov. 1 **can** enroll through KHRIS ESS. If you enter the hiring action, the new hire will see both a 2016 new hire option and a 2017 Open Enrollment option. The new hire must use this process: first enroll for 2016 benefits; wait at least one day and then enroll using the Open Enrollment option.
- Paper Applications – Applications need to be entered into KHRIS at the agency level (except cross-reference) or encourage the member to enroll online using ESS. If you need to send a paper application to us, **DO NOT FAX**. Mail the application to:  
Department of Employee Insurance  
EIB – Open Enrollment  
501 High Street, 2<sup>nd</sup> Floor  
Frankfort, KY 40601
- Cross-Reference Applications – For Open Enrollment **only**, we can accept cross-reference applications without an IC signature. Both members **must** sign. All cross-reference applications must be mailed to EIB for processing.

- Availability of Online Enrollment – Although OE ESS online enrollment is open for benefit fairs, others can and may enroll before October 10; however, please know we are not advertising that ESS is open any sooner than October 10. **Customer service support for calls related to passwords, KHRIS User ID, Technical Support, etc., will not be answered until October 10 – the first day of OE – through October 24.**
- Benefit Fairs – Benefit Fairs start October 3. Please encourage your KEHP members to attend.
  - Enrollment kiosks at all locations
  - Vendors at all locations
- Forms – We have new forms for 2017 and we are eliminating the Add/Drop form. The new forms can be found online at [kehp.ky.gov](http://kehp.ky.gov).
  - 2017 Active Employee Health Insurance Enrollment Application
  - 2017 Active Employee Health Insurance Qualifying Event Form
  - 2017 Retiree Health Insurance Enrollment Application
  - 2017 Retiree Health Insurance Qualifying Event Form
  - 2017 Flexible Spending Account Enrollment/Change Application
- Qualifying Events – If a QE occurs between Open Enrollment and January 1, 2017, you **must** submit a 2016 Add/Drop form and 2017 Health Insurance Qualifying Event Form.

Go to [kehp.ky.gov](http://kehp.ky.gov) for detailed Open Enrollment information.