

Administration Manual Changes

March 2024

GENERAL CHANGES:

- Updated Vendor Logos and Hyperlinks throughout document including Castlight
- Removed any mention of Biometric Screening
- *Represents amended or updated language*
- ~~Represents deleted language~~

CHAPTER 1 CHANGES:

Section 1 D. Elected School Board Employees

Added language regarding adjustments.

Participate on a post-tax basis; the elected official is not eligible for the employer contribution and is responsible for the total premium. *The district must notify the Department of Employee Insurance's (DEI) Premium Billing Branch (PBB) when an elected school board employee has selected KEHP coverage. PBB will enter adjustments which reflect rules indicated in Ch. 12, Section 6, B.*

Section 3 A. (1) General Rules for Return to Work Retirees

Removed name update from 2021.

- A RTW Retiree is a Retiree who resumes active employment with an employer participating in the KEHP. ~~NOTE: AGENCY NAME CHANGE—Effective April 1, 2021, the Kentucky Retirement Systems (KRS) as an agency of the Commonwealth became known as the Kentucky Public Pensions Authority (KPPA).~~

Section 4 A. Agencies Covered Under KRS 18A and Technical Schools

Removed the word prior.

- After the initial new hire waiting period, Employees are eligible for the employer contribution for the current Semi-Monthly Billing Period if during the previous Semi-Monthly Billing Period, they:
 - worked any part of the ~~prior~~ Semi-Monthly Billing Period;
 - were on paid leave, other than holiday or educational leave; and/or
 - used Family Medical Leave.

Section 4 D. Dual Employment/Dual Employees

Added example of eligibility of waivers for legislators.

EXAMPLE: Member is employed with Legislative Research Commission as a State Legislator as well as a principal with a school board at the time of Annual Open Enrollment Period. Member can elect coverage through either LRC or the school board and elect a Waiver HRA with funds with the other employer for the new Plan year.

Continued

CHAPTER 2 CHANGES:

Section 1 A. Initial Enrollment, Regularly Employed Employees

Added note regarding teacher certification and full-time hire date.

***NOTE:** School Board Teachers should be treated as new hires at the time of certification. Coverage is not back dated to original hire date as part-time sub. The teacher would still need to go through the waiting period.*

Section 2. Waiving Health Insurance Benefits

Updated carryover amount.

~~All remaining unspent HRA funds~~ *Unspent HRA funds up to \$2,100*, at the end of the calendar year, will carry over to the next calendar year provided the Employee continues to waive Health Insurance coverage and enroll in the same Waiver HRA. Waiver General Purpose HRA funds will only carry over to a Waiver General Purpose HRA, and Waiver Limited Purpose HRA funds will only carry over to a Waiver Limited Purpose HRA.

Section 6 D. Return to Work Retirees

Added language to election options as a new hire.

- Under age 65: The RTW Retiree will be treated similar to a new employee except with a coverage effective date of the first day of the month following re-employment for health and FSA elections. This will require the new company to begin providing the employer contribution before the expiration of the typical new hire waiting period. ***RTW Retirees have the option to make new elections for all coverages including adding/dropping dependents.*** Coverage effective date for any Optional coverage including Life, Dental and Vision will be the first day of the second month following re-employment. Also, see Chapter 1, Section 3 for eligibility information related to RTW Retirees.

CHAPTER 3 CHANGES:

Cross-Reference Payment Option (Health Insurance Only)

Added verbiage regarding loss of coverage and cross reference payment option.

Section 2, B. Electing the Cross-Reference Payment Option

(1) Experiencing a Qualifying Event:

A loss of outside group coverage could allow a plan change option if the existing Employee waived coverage. If the existing Employee has waived Health Insurance, or has KEHP Health Insurance, the existing Employee must sign and date the Employee Benefits Enrollment/Change Form requesting to begin a Cross-Reference Payment Option within 35 calendar days of the loss of coverage. Depending on how the dates fall, the existing Employee may have to pay full family premium for the first month.

Continued

Section 2, C. Ending the Cross-Reference Payment Option

(2a) Administering the Termination of Cross-Reference: Termination of Employee/Spouse's Employment

- *The remaining Planholder may enroll in or increase HCFA contributions if the termed Spouse had prior HCFA.*

CHAPTER 4 CHANGES:

Page 4, Section 7 Additional LWOP Information

Updated number of days for Term for Non-Payment

- If an Employee fails to submit appropriate premium payments due within the specified deadline (at ~~90~~ 60 days Members will be terminated for non-payment), the ENTIRE Health Insurance plan will be cancelled. If this occurs, the Insurance Coordinator should request a refund of any employer contribution amount paid.

CHAPTER 6 CHANGES:

Page 2, Summer Transfers

Updated coverage effective date option

Employees may choose:

- to back up coverage as early as their hire date under the new school district and pay the arrears either by personal check or through their first paycheck; or
- to leave the summer months without KEHP coverage due to lack of medical or pharmacy claims and begin ~~coverage either on August 1 or on September 1~~ *1st day of the 2nd month from hire date.*

CHAPTER 8 CHANGES:

Section 1. Exception Process for Enrollment and Eligibility Issues

Updated language to reflect proper submission process.

Employees who are dissatisfied with a decision regarding enrollment or disenrollment (Qualifying Events) in the Plan may file an exception to the KEHP Exception Committee. The exception must be filed no later than thirty (30) calendar days from the event or notice of the decision being protested. Exceptions must be filed in writing by completing the Exception Form. The form can be found at kehp.ky.gov and should be ~~mailed to~~ *mailed to* ~~uploaded using the DEI Upload Portal.~~

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Personnel Cabinet Department of Employee Insurance Attention:
Exception Committee
501 High Street, Second Floor
Frankfort, KY 40601

Section 2. Exception Process for Open Enrollment Issues

Added language to reflect proper submission process.

- *Open Enrollment Exceptions with Open Enrollment applications should be uploaded using the DEI upload portal.*

CHAPTER 12 CHANGES:

Section 4, B. Member Letters

Updated who processes Term for Non-Payments

A list of Members who are termed for non-payment will be processed by the Premium Billing Branch and supporting documentation sent to the Enrollment Information Branch and the Optional Insurance Branch to be scanned into OnBase.

APPENDIX I CHANGES:

LOSS OF HEALTH COVERAGE

1.) LOSS OF ELIGIBILITY FOR HEALTH COVERAGE SPONSORED BY A GOVERNMENTAL OR EDUCATIONAL INSTITUTION (Medicaid, KCHIP, Medicare, TRICARE)

Added verbiage under **OTHER CONDITIONS/GUIDANCE:**

- *Loss of coverage from TRICARE for reservists who were covered on TRICARE would qualify, regardless of whether the member was on active duty or otherwise qualified and was covered, so long as that member was eligible for TRICARE and had TRICARE coverage, and then subsequently lost eligibility.*

SIGNIFICANT COST CHANGES TO EMPLOYER

1.) COST CHARGED TO EMPLOYEE/RETIREE FOR A BENEFIT OPTION SIGNIFICANTLY INCREASES


Added example under **OTHER CONDITIONS/GUIDANCE:**

- *Ex: KPPA dependent turns 18 and is no longer full-time student or becomes married. KPPA premium increased due to ineligibility for premium contribution. Retiree can drop dependent. Contribution remains unchanged if at least one child meets eligibility criteria.*

Continued

APPENDIX J CHANGES:

Added Example to HRA Funding - Mid-Year Changes Chart

Mid-Year Scenario	Action	Funding	Explanation
<p>1. <i>Retiree becomes ineligible for KEHP due to Medicare. Applicant "takes over" as Planholder in the CDHP plan.</i></p> 	<p><i>Applicant will receive new CDHP embedded funds.</i></p>	<p><i>Funds available beginning of coverage effective date under CDHP plan</i></p>	<p><i>Unspent CDHP funds from Retiree's CDHP plan may not be transferred to the Applicant who has become Planholder with CDHP. Retiree has until March of the following year to submit claims for expenses incurred in prior year under CDHP plan with KEHP.</i></p>