



Department of  
Employee Insurance

501 HIGH STREET, 2ND FLOOR  
FRANKFORT, KENTUCKY 40601

**DEI MEMO 22-06**

**TO:** ICs and HRGs  
**FROM:** Department of Employee Insurance  
**RE:** Administration Manual Update  
**DATE:** April 11, 2022

KEHP's Administration Manual has been updated for 2022. This manual is the tool for understanding qualifying events and deadlines along with other policies related to administering benefits offered by the Department of Employee Insurance.

The specific updates included are listed and explained in the attached Admin Manual Changes Log.

Click [here](#) to see the new updated Administration Manual. Please know that you can contact the Enrollment Information Branch anytime for assistance at 888-581-8834, Option 4. 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 [Jessica.Hetrick@ky.gov](mailto:Jessica.Hetrick@ky.gov) for any suggestions you may have.