



KENTUCKY PERSONNEL CABINET



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IC MEMO 17-04

TO: KEHP Insurance Coordinators (ICs)
FROM: Department of Employee Insurance
RE: Administration Manual – Update 1st Quarter 2017
DATE: March 1, 2017

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:

- Eligibility Chapter 1, pages 3, 10 and 11
- Qualifying Events-Chapter 5, page 5
- HIPAA – Chapter 9, page 2
- Monthly Premiums and Contributions – Appendix F
- COBRA – Appendix G
- Newborn Calculator for Higher Premiums – Appendix J
- Chart to Assist in Refunding Premiums – Appendix M

All pertinent updates are marked with this blue updated icon.



[Click here](#) to see the new updated manual, or you can locate on our website at kehp.ky.gov.

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.