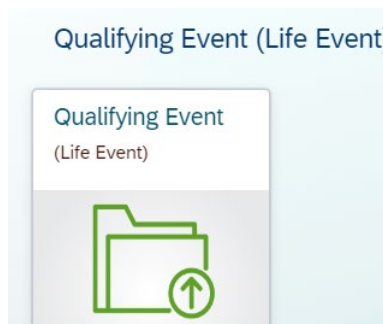


DEI MEMO 25-01

To: ICs and HRGs
From: Department of Employee Insurance (DEI)
Re: Member Facing DEI Upload Tool – Qualifying Events
Date: February 13, 2025

We are excited to announce that effective Monday, February 17, 2025, members will have the ability to submit their own Qualifying Events (QEs) directly to us for processing. This should alleviate some work for you.

Members will utilize a similar process as you currently do with the DEI Upload Tool. Members will log into KHRIS.ky.gov with their KHRIS User ID/Password and click on the Qualifying Event (Life Event) tile. They will be able to attach a completed Employee Benefits Enrollment Change Form along with the required supporting documentation for the QE.



We have prepared the attached three documents for your use:

1. IC or HRG Instructions for Member QE Upload Tool (this is information for your use in assisting the member with the QE process).
2. Member Instructions for Member QE Upload Tool (these are instructions for the member on how to submit the QE and should be given to each member along with the document in #3).
3. QE Scenarios for Member Facing Tool (should be given to each member who needs to file a QE along with the document in #2). Although this isn't a complete list of every QE, it does include the top five.

We are working to have a larger document posted on our website that will include most of the QEs that members can reference.

If you are submitting a QE for a member, please take note that the order of selections in the DEI Upload tool has changed. Do not choose Personal Qualifying Events unless you are submitting your own QE.

DEI Forms Upload Application

Personal Qualifying Events Documentation

Health Full Active Agency Application

Health Active Agency PDF Upload

Retiree Application Upload