



## Department of Employee Insurance

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### **OPEN ENROLLMENT EXCEPTION REQUEST**

The local Insurance Coordinator (IC), HR Generalist (HRG), or retirement system must file the Exception Request on behalf of the member. Members must complete the Exception Request Form along with an updated Enrollment Application and submit to their local IC/HRG.

DEI will strictly adhere to the following dates and guidelines for Open Enrollment Exception Requests:

1. DEI **MUST** receive Open Enrollment Exception Requests by December 31, 2023.
  - a. All requests **MUST** be in our office by close of business on December 31, 2023.
  - b. DEI will automatically deny any request received after December 31, 2023.
  - c. ICs should submit Open Enrollment Exception Requests by Online Upload
2. DEI will automatically deny Open Enrollment Exception Requests received without a fully completed Enrollment Application.

Click [here](#) for the 2024 Open Enrollment Exception Request form. Click [here](#) for the 2024 Benefits Enrollment Change Form.