



# KENTUCKY PERSONNEL CABINET

KENTUCKY EMPLOYEES' HEALTH PLAN  
501 HIGH STREET, 2ND FLOOR  
FRANKFORT, KENTUCKY 40601  
WWW.KEHP.KY.GOV



HRG MEMO 16-11

To: KEHP Human Resource Generalists (HRGs)  
From: Department of Employee Insurance  
Re: Forms and Open Enrollment Cleanup  
Date: November 3, 2016

Another Open Enrollment has ended and now the cleanup begins.

- A reminder from Open Enrollment Training – HRGs can enter Open Enrollment apps into KHRIS as long as the application is signed by October 24.
- All applications must be entered into KHRIS by November 18.
- Members who did not re-enroll will be defaulted into the Standard PPO, same coverage level as 2016.
- If someone missed Open Enrollment, they will need to file a grievance and grievances are reviewed on a case-by-case basis.
- QEs after Open Enrollment – we need a 2016 Add/Drop or Application and the NEW 2017 Qualifying Event Form (this is replacing the Add/Drop Form).
- All forms must be completed on the correct plan year form or they will be rejected back to the HRG.