



KENTUCKY EMPLOYEES' HEALTH PLAN
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HRG MEMO 17-15

TO: KEHP Human Resource Generalists (HRGs)
FROM: Department of Employee Insurance
RE: New Format for Memos
DATE: December 19, 2017

Effective 1/1/2018, you will see a new format for all memos we send from DEI. Since 2011, we have sent an IC Memo (for non-commonwealth paid insurance coordinators) and a HRG Memo (for commonwealth paid insurance coordinators). There have been very few instances that required a separate memo to differentiate between the two groups.

We will no longer have IC Memo and HRG Memo but KEHP Memo 18-XX. If a subject pertains to only one group of coordinators, we will specify that in the "to field".

Examples:

- Boards of Education, the memo will read KEHP Memo 18-XX (Boards of Education ICs only) and will be sent only to the Boards of Educations ICs.
- Commonwealth paid insurance coordinators; the memo will read KEHP Memo 18-XX (CP only) and will be sent only to the CP list.