



501 HIGH STREET, 2ND FLOOR
FRANKFORT, KENTUCKY 40601

DEI Memo 21-07

TO: Insurance Coordinators and Human Resource Generalists

FROM: Department of Employee Insurance (DEI)

RE: Life Insurance Updates

DATE: December 6, 2021

Below is important information pertaining to the life insurance offered by DEI.

Attached are documents that need to be included in your exit packet and given to an employee anytime life insurance terminates. The documents to be included in the exit packet include:

- Portability and Conversion Brochure
- Portability Application
- Conversion Application
- Completed Conversion and Portability Conversion Letter (more information below).

The documents listed above can be found online at [Group Life Insurance page](#).

You, as the employer, are required to provide the conversion rights letter to each employee who terms and loses life insurance. Previously, we had a conversion rights template posted online along with the capability to produce the conversion rights letter from KHRIS. Due to low utilization of the Benefits Policy Conversion Letter, the KHRIS Transaction Code ZBNF002 is being discontinued. Moving forward, ICs/HRGs should use the sample template conversion letter found at [Group Life Insurance Page](#) for all those separating employment. It is imperative that the separating employee be given their options to convert or port their life insurance coverage as soon as possible in order to make those election changes within the 31-day window.