



KENTUCKY PERSONNEL CABINET

KENTUCKY EMPLOYEES' HEALTH PLAN
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FRANKFORT, KENTUCKY 40601
WWW.KEHP.KY.GOV



IC MEMO 17-10

TO: KEHP Insurance Coordinators (ICs)
FROM: Department of Employee Insurance
RE: Open Enrollment Plan Year 2018
DATE: August 8, 2017

Open Enrollment for the 2018 plan year is for Health Insurance, Healthcare and Dependent Care Flexible Spending Accounts (FSA), and Group Life Insurance. Open Enrollment is October 9 through October 20, 2017.

Open Enrollment is mandatory for all members to elect Health Insurance or Waive coverage, and to elect a Healthcare and Dependent Care Flexible Spending Accounts (FSA).

Mandatory Enrollment

- Health Insurance
- Healthcare FSA
- Dependent Care FSA
- Waiver HRA
- Waiver Dental/Vision Only HRA

It is **mandatory for everyone who is eligible for health insurance coverage to enroll** in a health insurance plan or waive coverage by the October 20 deadline. Additionally, if members want a Healthcare or Dependent Care FSA for 2018, they must make their election during Open Enrollment.

If an eligible member does not enroll in a health plan option or waive coverage by the October 20 deadline, the member will automatically default into the Standard PPO plan at the same coverage level as their 2017 plan (for example: single, couple, parent plus, or family).

Voluntary Enrollment

- Group Life Insurance

A voluntary enrollment means that enrolling is optional and members need to re-enroll **only** if they wish to make a change to their current plan or enroll in one of the new plan options. Members can enroll for optional life insurance coverage during Open Enrollment without having to complete a health questionnaire or medical exam.

Open Enrollment Training

We have several opportunities for you to participate in a webinar for Open Enrollment training. Stephanie Lee will send out invites soon, so watch your inbox and register for the one that best suits your schedule.

Sept 15 th	1:30-3:30 pm
Sept 21 st	9-11am and 1:30-3:30 pm
Sept 22 nd	9-11am and 1:30-3:30pm
Sept 27 th	9-11am and 1:30-3:30pm

Benefit Fairs

Benefit Fairs start on October 2 and end on October 17. See the attached schedule for the fair closest to you. We are very excited again to offer web enrollment kiosks at all locations. This has proven to be a beneficial service and we encourage you to get the message out to your members to stop by for one-on-one assistance with enrolling.

As more information becomes available, we will send out Open Enrollment updates.