



501 HIGH STREET, 2ND FLOOR
FRANKFORT, KENTUCKY 40601

DEI Memo 21-04

TO: Insurance Coordinators and Human Resource Generalists

FROM: Department of Employee Insurance

RE: Open Enrollment Plan Year 2022

DATE: June 24, 2021

The annual Open Enrollment period for plan year 2022 is **October 11 through October 29, 2021**. KHRIS ESS will be available starting October 1.

Everyone is encouraged to enroll in health, dental, and vision benefits for 2022. If a member does not enroll during Open Enrollment, the 2021 plan option(s) and coverage level(s) will rollover to 2022, **except** for Flexible Spending Accounts (FSA) and the Waiver General Purpose HRA. Members **MUST** take action if they wish to have a Healthcare FSA, Child & Adult Daycare FSA, or the Waiver General Purpose HRA.

Enrollment Guide

We will offer the mini benefits selection guide again this year. You should receive these at the end of September. Please distribute to your employees as it contains important plan and open enrollment information. The traditional benefits selection guide, with more expansive plan and premium information, will only be available online this year.

Open Enrollment Exceptions

Open Enrollment exceptions **MUST** be signed and received in our office by December 31, 2021 to be considered. Once the plan year starts, we will not accept or review any exception request for an Open Enrollment election; this includes exceptions for people who fail to enroll.

Open Enrollment Webinar Training

Kim Collins will send out invites in late July or early August, so watch your inbox and register for the one that best suits your schedule.

Benefit Fairs

We will not have face-to-face benefits fairs this year. Instead, we will have virtual benefit fairs, like we did in 2020.

Open Enrollment Customer Service Hours

- October 11 through October 15: 7:30 a.m. to 4:30 p.m.
- October 18 through October 22: 8:00 a.m. to 6:30 p.m.
- October 25 through October 29: 8:00 a.m. to 8:00 p.m.

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