



# KENTUCKY PERSONNEL CABINET

KENTUCKY EMPLOYEES' HEALTH PLAN  
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IC MEMO 17-09

TO: KEHP Insurance Coordinators (ICs)  
FROM: Department of Employee Insurance  
RE: Verification Documents for Qualifying Events and New Hires  
DATE: August 4, 2017

This memo clarifies recent emails you received from Christie Burkhead. Our apologies for the confusion; we appreciate your patience as we work through the new process for collecting verification documents.

In the recent Administration Manual update, Appendix P, you will find that almost all Qualifying Events and New Hires require verification of eligibility documents. Verification documents vary per QE but could be a birth certificate, marriage certificate or the tax form 1040. Below is a brief summary of when you should supply these documents. Please refer to the Admin Manual for the complete list. You should reference Appendix P when in doubt.

### **Requires Verification of Eligibility Documents:**

- Anytime a spouse or dependent is added to a plan
  - During the New Hire Enrollment
  - Qualifying Events
- Large break transfer – Employee is treated as a new hire
- Starting a cross-reference

### **Does Not Require Verification of Eligibility Documents:**

- Waivers with HRA
- Clean transfer
- Small break transfer

For new hires that you enter at the agency level, you should collect the verification documents and send them to the Enrollment Information Branch. Please write the KHRIS PerNr or SSN on each document along with a note that the application was entered. If we do not receive the verification documents and we determine that a dependent was not eligible, coverage will be terminated.

Please contact Sheila Sexton or Christie Burkhead if you need additional clarification.