

# **HEALTH BENEFITS E-NEWS**

## ***Department of Human Resource Management Office of Health Benefits***

***June 30, 2010***

### ***New COVA Connect Member Handbook, COVA Care and COVA HDHP Notifications of Changes Mailed Soon***

Supplies of the 2010 amendment (Notification of Changes) to the 2009 COVA Care Member Handbook are scheduled for mailing to Benefits Administrators beginning the week of July 5. Each agency will receive a supply based on its employee count in BES plus 5 percent. Here are the mailing schedules for other pieces:

#### **Member Handbooks and Notifications**

- The COVA Care Notification will be mailed the week of July 5 to the home addresses of non-Medicare eligible retiree group and Extended Coverage (COBRA) participants.
- The Notification of Changes to the 2008 COVA HDHP Member Handbook will be mailed to the home addresses of all plan participants this week.
- The new COVA Connect Member Handbook will be mailed to the home addresses of all plan participants by July 12.
- The Kaiser Evidence of Coverage will be mailed to participant home addresses in August.

Electronic versions of these materials will be available soon on the DHRM Web site at [www.dhrm.virginia.gov/hbenefits/employeestoc.html](http://www.dhrm.virginia.gov/hbenefits/employeestoc.html) and [www.dhrm.virginia.gov/hbenefits/retirees/nonmedicareretiree.html](http://www.dhrm.virginia.gov/hbenefits/retirees/nonmedicareretiree.html).

#### **Plan ID Cards**

- New COVA HDHP ID cards were mailed to all participants the week of June 22.
- COVA Care ID cards were mailed only to new enrollees during the month of June.
- New COVA Connect ID cards were mailed to all plan members the week of June 14. The new cards include logos which indicate participation in the Multiplan and PHCS (Private Health Care System) networks for coverage outside the Optima service area.
- Kaiser Permanente ID cards were mailed to new enrollees only beginning the week of June 14.

#### **MyFBMC Card**

New Medical FRA participants were mailed payment cards on June 23. Once activated, the cards will be ready for use on July 1. Participants who already have a payment card and enrolled in a Medical FRA for 2010-11 may continue to use their card for eligible expenses in the new plan year.

#### ***Updated Extended Coverage/Cobra Election Notice***

An updated Extended Coverage/COBRA Election Notice is available for qualifying events that occurred in June, resulting in loss of coverage effective June 30. This includes updated premiums to reflect July 1 changes. You will note that ARRA information is still included in the notice since current guidance indicates that involuntary terminations occurring between September 1, 2008, and May 31, 2010, when followed by continuation of coverage during leave without pay/layoff will still qualify for premium reduction upon the offer of COBRA at the end of 12-month transitional period. However, at this time, the eligibility period for premium assistance has not been extended beyond May 31.

A copy of the updated Election Notice is attached for your immediate use and will also be posted on the Web in the near future at [www.dhrm.virginia.gov/resources/benefitsadmin/arracobraelection.doc](http://www.dhrm.virginia.gov/resources/benefitsadmin/arracobraelection.doc).

## ***Guidelines for Providing HIPAA, Medicare Part D and Extended Coverage (COBRA) Notices***

There are certain times when notices and plan information must be provided to employees and/or dependents who enroll in a state health plan or flexible reimbursement account, or who are no longer covered under the State Health Benefits Program. Here are notice guidelines:

### **Upon Enrollment**

When an employee enrolls or adds a spouse for the first time in health care and flexible reimbursement accounts, you must provide:

- A HIPAA Employee/Retiree Privacy Notice
- An Extended Coverage (COBRA) General Notice
- A Medicare Part D Notice of Creditable Coverage (not personalized format)

Upon request, provide:

- A Medicare Part D Notice of Creditable Coverage (personalized format)

For all members who enroll, provide:

- For health coverage, the appropriate plan member handbook. The plan will send an ID card.
- For one or both flexible reimbursement accounts, a copy of the Flexible Benefits Program Sourcebook.

### **When Coverage Ends**

When an employee is no longer covered under the program, you must provide:

- A Certificate of Creditable Health Coverage as required by HIPAA to health plan members (including employees, spouses and covered dependents) who cease to be covered under the State Health Benefits Program for any reason.
- An Extended Coverage (COBRA) Election Notice only when a member has experienced a qualifying event under Extended Coverage, such as termination of employment or loss of dependent child status.

For more information, see the Health Insurance Manual (HIM), forms and notices on the DHRM Web site under HR Community, Benefits Administration, Resources at [www.dhrm.virginia.gov/resources/benefitsadmin/benefitsadmintoc.html](http://www.dhrm.virginia.gov/resources/benefitsadmin/benefitsadmintoc.html).