

HEALTH BENEFITS E-NEWS EXTRA

*Department of Human Resource Management
Office of Health Benefits*

June 7, 2012

Special Enrollment to be Held for Medical Flexible Reimbursement Accounts

State employees will be offered a Special Enrollment from today until June 22 to enroll in or make changes to a Medical Flexible Reimbursement Account. Guidance from the U.S. Internal Revenue Service (IRS) on May 30 and conversations between the Department of Human Resource Management and IRS officials confirmed that the federal health reform limit of \$2,500 for Medical FRAs will not impact the state health benefits program until July 1, 2013. For the upcoming plan year, the maximum Medical FRA contribution will be \$5,000 rather than \$2,500.

Communications for the May Open Enrollment period were based on information available at the time. As a result of the IRS notice, and to give as much flexibility to employees as possible, the Special Enrollment will be held for employees to:

- Enroll in a Medical FRA if they did not do so during May Open Enrollment;
- Increase, reduce or cancel a Medical FRA set up during May Open Enrollment; or
- Take no action and keep the Medical FRA election made for the July 1, 2012 plan year.

An email available at <http://www.dhrm.virginia.gov/documents/StateSpecialEnrollEmployeeInfo2012.pdf> will be sent later today to all employees eligible for health care with an email address on file as of June 3. If the employee has two separate email addresses, one in PMIS and another in BES, both will be used. Because of the tight time frame, please ensure that all employees are aware of the Special Enrollment by posting this employee email at prominent locations within your agency.

EmployeeDirect will not be available for Special Enrollment elections. To enroll in or make changes to a Medical FRA during the Special Enrollment, employees should download and print the *State Flexible Benefits 2012 Special Enrollment Form* found on the DHRM website at <http://www.dhrm.virginia.gov/documents/StateSpecialEnrollmentForm2012.pdf>. The enrollment forms should be submitted to Benefits Administrators with a deadline of 5:00 p.m. on Friday, June 22, 2012. Please certify all forms and send to the Office of Health Benefits for keying as you receive them.

You may:

- Fax each special enrollment form individually to (804) 371-0231;
- Scan each form and send it to the OHB mailbox at ohb@dhrm.virginia.gov; or
- Send forms by U.S. mail to DHRM Office of Health Benefits, 101 N. 14th Street, 13th Floor, Richmond, Virginia 23219.

You may accept any form that is postmarked June 22. Fax both the form and the envelope to OHB. If you have questions, please send an email to the OHB mailbox or call 1-888-642-4414 or (804) 225-3642 in the Richmond area.

Thank you for your assistance.