

HEALTH BENEFITS E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

June 15, 2012

Flexible Reimbursement Account (FRA) Mailing Starts Today

WageWorks will begin mailing Confirmation Notices for the May Open Enrollment FRA elections today. The Quick Start Guide direct mailing and email will begin next week, along with the mailing of the WageWorks VISA Cards. We are providing samples of the mailings (see attached) in case your employees have questions.

Employees who make changes during the special enrollment for the Medical FRA will receive a second Confirmation Notice reflecting the change. Also, please remember:

- Employees who increase the election to the Medical FRA will only have access to the initial election amount on July 1; the account will be adjusted to reflect the increased amount as soon as possible.
- Employees who increase, decrease, or cancel the Medical FRA will still receive a confirmation notice based on the election they made during the May Open Enrollment.
- Employees who enroll in the Medical FRA for the first time during the special enrollment period will not have access to their election or receive a confirmation notice and card until after July 1.

Health Insurance Manual (HIM) Updates by Section in Health Benefits Program (HBP) Administration Manual

As a reminder, the *HIM* is being updated by section to a new *HBP Administration Manual* format. Now when you go to the *HIM* on the Web, sections that have been updated to the new format will be removed and replaced with a link to the update. A *Transition Matrix* summarizing all updated sections is also available at:

<http://www.dhrm.virginia.gov/hbenefits/HPBAdminManual/hbpadminmanualtransitionmatrix.html>

The latest *HIM* sections to be updated are all related to retiree coverage. Three retiree *HIM* Sections have been combined into one *State Retiree Health Benefits Program* section in the new format so that all retiree administrative guidance is in one place. This is supplemented by Retiree Fact Sheets that you can provide to participants.

If you are using a printed *HIM*, please be sure to insert the updated information.

Your comments are always appreciated. If you have any questions or suggestions regarding the content of this new combined section, please send them to susan.jones@dhrm.virginia.gov.

COBRA Election Notice Update

An updated COBRA Election Notice is attached and will be available soon at <http://www.dhrm.virginia.gov/resources/benefitsadmin/notices.html> (Click on Extended Coverage/COBRA Election Notice). This is to be used for qualifying events starting in June that result in a loss of coverage on June 30 and an Extended Coverage start date of July 1—or any qualifying events after June. (Please note that some qualifying events result in a deferred loss of coverage; however, an Election Notice is still required—see the *Extended Coverage* Section of the *HBP Administration Manual* for more information.)