



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo

#11-03

To: Benefits Administrators
From: Mary P. Habel, Director
State and Local Health Benefits Programs
CC: All OHB
Date: March 31, 2011
Re: Open Enrollment Mailings to non-Medicare Eligible Retirees/Survivors/LTD
Participants and Extended Coverage (COBRA) Participants

Open Enrollment materials were mailed to Extended Coverage (COBRA) participants on March 29 and to non-Medicare Eligible Retirees, Survivors and Long-Term Disability (LTD) participants beginning March 30. LTD participants in waived status will receive an Open Enrollment notification in early April. Copies of all materials are attached for your information. Open Enrollment questions from these participants should be directed to the appropriate Benefits Administrator, as indicated in the notifications.

You may order updated retiree group enrollment forms beginning April 8 by downloading the Commonwealth of Virginia Materials Order Form from the DHRM Web site at www.dhrm.virginia.gov/resources/benefitsadmin/benefitsadmintoc.html. Print and fax it to the number indicated. Until then, a copy is attached for your use and will be posted on the DHRM Web site.

An updated Extended Coverage/COBRA Change Request form is also attached for your information and will be posted on the DHRM Web site. COBRA qualified beneficiaries have been instructed to obtain a form on the Web or contact DHRM, as the COBRA/Extended Coverage Benefits Administrator, if they wish to make an Open Enrollment change. (This form will not be printed for ordering and should be used only by existing Extended Coverage/COBRA participants to make allowable changes.)

As a reminder, initial Extended Coverage/COBRA enrollments should be keyed by the terminating agency based on the Election Form that is included as a part of the Election Notice. A separate enrollment form is not required. An updated COBRA Election Notice will be available on the DHRM Web site for qualifying events that result in a loss of coverage effective on or after June 30, 2011. Election Notices should be sent within 14 days AFTER the loss of coverage. Offering COBRA prior to the loss of coverage causes problems with election and premium billing time frames. Election Notices still include ARRA information since, due to WTA/layoff leave provisions, ARRA is still available to employees who were involuntarily terminated by May 31, 2010, but may be on layoff leave until May 31, 2011.

Enclosures:

Retiree/Survivor/LTD Open Enrollment notification
Extended Coverage (COBRA) Open Enrollment notification
LTD Waive Participants Open Enrollment Notification
Retiree Enrollment Form
Extended Coverage (COBRA) Change Form