



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo

#11-05

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: November 14, 2011
Re: Dependents Who Lose Eligibility at the End of 2011

Dependent children who are otherwise eligible for the State Health Benefits Program lose eligibility at the end of the year in which they turn age 26. Dependents that are ineligible due to age will be removed from coverage effective January 1, 2012, and the employee's or retiree group participant's membership will be reduced as appropriate. The system purge to remove dependents losing eligibility will run on Wednesday, January 4, and agencies will see the changes in turnaround reports placed in FTP folders on Thursday, January 5.

Note to decentralized payroll agencies: Be sure to reconcile your payroll system to the Benefits Eligibility System (BES) to ensure that correct premiums are being deducted.

Plans in the State Health Benefits Program will continue to allow children who are incapacitated to remain covered dependents as long as they remain incapacitated. The plans' provisions require that the following conditions must be met:

- the incapacitation existed prior to the loss of eligibility due to age,
- the dependent meets the program's eligibility criteria which means that the dependent lives at home full-time, is not married and receives more than one-half of his or her support from the employee and has remained continuously covered, and
- the plan administrator approves continued coverage.

It is the employee's or retiree's responsibility to contact the plan directly for the necessary paperwork to begin the request for continuation process for incapacitated dependents who are age 26 and losing coverage. Completed requests must be received by the plan prior to January 1, 2012. Members enrolled in:

- **COVA Care** and **COVA HDHP or a plan that coordinates with Medicare** must contact Anthem at 1-800-552-2682.
- **COVA Connect** must contact Optima at 1-866-846-2682 or 1-757-687-6350 in Hampton Roads.
- **Kaiser** must contact the plan at 1-800-777-7902.

Agency Benefits Administrators are responsible for immediately notifying employees or retiree group enrollees whose children will lose eligibility on January 1. Enclosed are sample letters that you may use to notify affected participants. In the retiree group, letters should be sent to the original participant of a linked or surviving child. In addition, be sure to send an Extended Coverage Election Notice and Certificate of Coverage to the children losing eligibility.

A report showing the affected employees/retirees and dependents is available in your agency's FTP folder. The file is named BES-Dependent-Age-26-Approaching-Termination-Rpt-00nnn-10022011.txt (nnn= agency number). **There will be a report in the FTP folder whether your agency has a dependent to be purged or not.**

In addition, for agencies with dependents in this situation, BES-Dependent-Age-26-Approaching-Termination-nnn-10022011.csv is a file that will open directly into Microsoft Excel for anyone wanting a spreadsheet. You may contact the DHRM Help Desk for assistance accessing your agency's FTP folder. Please note that because the report was run on October 1, 2011, it does not include participants who were entered into the system after that date.

If timely application for continued coverage for an incapacitated dependent child is made and the approval is not received by December 31, the child will be removed from coverage. Upon approval for continuous coverage, the incapacitated dependent may be reinstated retroactively to January 1, 2012.

Enclosures