



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**Benefits Administrator Memo #12-01**

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**To:** Benefits Administrators  
**From:** State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** April 19, 2012  
**Re:** Open Enrollment Communications

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***Open Enrollment Begins May 1***

Open Enrollment for health benefits and flexible reimbursement accounts (FRAs) is **May 1 - 25, 2012**. Employees may enroll using EmployeeDirect at [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) or submit a paper enrollment form. Forms printed from the DHRM website or distributed by agencies must be submitted to Benefits Administrators no later than the close of business on May 25. EmployeeDirect is available through 11:59 pm on May 25.

***What's New for July 1***

The following are changes for the plan year beginning July 1. *Please note that all health plan design changes and premiums are subject to change pending approval of the state budget.* See the attached link to the *Spotlight* newsletter for details.

- **Full-time employee premiums will increase** for all plans except the COVA HDHP and the TRICARE supplement. Federal Early Retiree Reimbursement Program (ERRP) funds will pay part of the premium subsidy for full-time and the entire subsidy for part-time employees.
- **COVA Care and COVA Connect** will be offered to all employees.
  - The annual vision benefit will be changed to once every 12 months from once every 24 months.
  - Introduction of a diabetes management pilot program for participants in disease management who meet certain requirements. For these participants, the plan will pay 100 percent of the cost of diabetes drugs on Tier 1 and Tier 2 and certain diabetic supplies at no cost.
- **In line with General Assembly legislation**, all state plans will introduce coverage for applied behavior analysis (ABA) for autism spectrum disorder. Coverage for IV and infused chemotherapy will be the same as for infusion services.

- **The Kaiser Permanente HMO** will add a \$50 copayment for ambulance travel and increase prescription drug copayments at its Kaiser medical centers, community pharmacies and mail order pharmacy.
- **Administration of Flexible Reimbursement Accounts (FRAs)** will move to a new service platform supported by WageWorks, Inc. All current FRA participants will receive a letter regarding this transition.
  - **A new FRA website** will be launched and available to employees on the DHRM website under Flexible Benefits Program. The direct web address is [www.wageworks.com](http://www.wageworks.com). All 2012 participants will need to register on the vendor's new web site after they receive their Open Enrollment confirmation notice from WageWorks.
  - All **Medical FRA** participants will receive a new VISA® payment card.
- **Medical FRAs** will have a maximum contribution of \$2,500 per plan year due to federal health care reform. The amount is reduced from the Commonwealth's current \$5,000 limit.
  - The maximum contribution for Dependent Care FRAs remains at \$5,000 per year.

### ***Employee Communications***

- The **Spotlight** newsletter and a Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA) annual notice required by the Department of Labor will be mailed to employees at their home addresses the week of April 23. In addition, DHRM will send *Spotlight* electronically to all employees with emails in BES.
- **An Open Enrollment link**, which includes the Spotlight, EmployeeDirect, enrollment form, Flexible Benefits Sourcebook and other Open Enrollment information, will be posted on the DHRM website the week of April 23. **Employee meetings** will be held at five locations around the state from May 2 through May 11. See the attached schedule.
- An **Open Enrollment PowerPoint and separate video** will be developed for employee meetings and available on both the DHRM website and the COVA Knowledge Center the week of April 23.
- There will be **no mass issue of plan ID cards**; however, members switching plans will receive a new card. A New **COVA Care Member Handbook** will be available for distribution to employees by Benefits Administrators, and a new **COVA Connect Member Handbook** will be mailed to employee home addresses. The **Kaiser Permanente Evidence of Coverage** will be mailed to employee home addresses during the summer.
- The **About Your Benefits** program guide, that provides an overview of health benefits and flexible reimbursement accounts, will be available on the DHRM website by July 1 for new hires and other employees.

### ***Ordering Materials***

New materials will be available for order beginning the week of April 23. Availability of materials is indicated below:

- A limited number of **extra Spotlights** may be ordered by writing in "Spotlight" and the quantity using the State Materials Order Form.
- In lieu of ordering printed provider directories, the **COVA Care, COVA HDHP and COVA Connect medical providers** may be accessed online at [www.anthem.com/cova](http://www.anthem.com/cova) or [www.optimahealth.com/COVA](http://www.optimahealth.com/COVA).
- A supply of the **Flexible Benefits Sourcebook** has been shipped based on 2 percent of the BES count for your agency. After receiving your shipment, download the sourcebook from the DHRM Web site or use the State Materials Order Form if you need more. The FRA Worksheet may be downloaded from the DHRM website.

- The **active enrollment form** may be copied or downloaded from the DHRM website. Use the State Materials Order Form if you prefer to have a supply on hand.
- The attached **Open Enrollment meeting and EmployeeDirect flyers** may be copied or downloaded from the DHRM website for posting in visible locations at your agency.
- **Materials Order Forms** are posted on the DHRM website:
  - Commonwealth of Virginia Materials Order Form (Anthem and Delta Dental)
  - Optima Health Materials Order Form
  - Materials Order Form for Medco
  - Materials Order Form for ValueOptions
  - Call Kaiser directly at (301) 816-6871 to order materials

### **Contact Information**

Contact the Office of Health Benefits (OHB) by e-mail or telephone with your questions and concerns. Be sure to include the ID number, name, and a brief description of the issue.

- Use the Agency Request for Assistance Form available on the DHRM Web site and fax your requests: 804-371-0231
- E-mail: [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov)
- Phone: 888-OHB-4414 (888-642-4414) or (804) 225-3642 in Richmond

Enclosures:

Spotlight

EmployeeDirect flyer

Employee Meeting Schedule

Open Enrollment flyer

Eligibility and Enrollment Form for Employees

Flexible Benefits Sourcebook

FRA Worksheets

Materials Order Forms

CHIPRA Annual Notice