



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo

#12-03

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: April 27, 2012
Re: Open Enrollment Mailings to Non-Medicare-Eligible Retirees/ Survivors/LTD Participants and Extended Coverage/COBRA Participants

Open Enrollment information will be mailed to Retirees, Survivors and LTD Participants on April 26—27, and a copy of the booklet is attached for your reference. In addition, those in the Hampton Roads zip code area currently serviced by Optima Health through the COVA Connect Plan, including all Newport News residents, will receive information regarding the open enrollment meetings in Virginia Beach and Portsmouth so that they will have an opportunity to ask questions regarding the increased plan choice and to discuss possible provider network and prescription drug tier differences between plan administrators.

In addition to retiree group participants, Open Enrollment information will be mailed to Extended Coverage/COBRA participants on April 30, and a notification of Open Enrollment will be sent on the same date to LTD participants currently in “waive” status.

An updated ***State Health Benefits Program Enrollment Form for Retirees, Survivors and LTD Participants*** and ***Extended Coverage/COBRA Change Request*** will soon be available at www.dhrm.virginia.gov, but a file is included for your immediate use. You may order the Retiree Enrollment Forms by using the Materials Order Form, but the COBRA Change Requests are only available to print from the web. As a reminder, Extended Coverage/COBRA Change Requests are to be used by existing qualified beneficiaries to make allowable changes, including Open Enrollment. Initial Extended Coverage/COBRA enrollments are facilitated through the Election Form that is a part of the Election Notice. There is no longer a separate Extended Coverage/COBRA enrollment form.

Benefits Administrators who key retirements, survivorships, long-term disabilities or Extended Coverage/COBRA elections after April 13 with an effective date prior to July 1 should provide those enrollees with a copy of the appropriate Open Enrollment materials since they should still have that option. Valid Open Enrollment elections can then be keyed using reason codes 56 or 47 as appropriate.