



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo

#13-01

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: April 17, 2013
Re: Open Enrollment Communications and Materials

Open Enrollment Will Be May 1 – 24, 2013

Open Enrollment for health benefits and flexible spending accounts (FSAs) will be between **May 1 and May 24** this year. Employees may enroll using EmployeeDirect at 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 24. EmployeeDirect is available through 11:59 pm on May 24.

What's New for July 1

There will be a new plan option and new tools for the plan year beginning July 1. Employees need to pay close attention to information in Spotlight and other communications. See the attached link to the *Spotlight* newsletter.

Employee Communications

- The **Spotlight** newsletter, a *MyActiveHealth* brochure and the 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 22. In addition, DHRM will send *Spotlight* electronically to all employees with emails in BES.
- **An Open Enrollment link** will be posted on the DHRM website the week of April 22.
- **Employee meetings** will be held at 16 locations around the state from April 23 through May 10. It is very important that employees and non-Medicare eligible retiree group members are aware of the meeting schedule. Please see the attached information.
- **An Open Enrollment PowerPoint and separate video** have been developed for employee meetings and will be available on the COVA Knowledge Center the week of April 22. It will also be posted on the Open Enrollment link on the DHRM website.

- There will be **new plan ID cards** for all statewide plan members mailed to participant home addresses.
- New **COVA Care, COVA HDHP and COVA HealthAware Member Handbooks are in production.** You will be notified when they are available. The **Kaiser Permanente Evidence of Coverage** will be mailed to employee home addresses during the summer.
- The **2013 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 and Accessing Materials

New materials will be available for order beginning the week of April 22. Availability of materials is indicated below:

- A limited number of **extra Spotlights and extra MyActiveHealth brochures** may be ordered by writing in “Spotlight” and the quantity using the State Materials Order Form.
- Search for **COVA Care, COVA HDHP and COVA HealthAware providers** online at www.anthem.com/cova or www.covahealthaware.com.
- **Vendor employee materials** may be accessed electronically on the DHRM website with links to individual administrators: www.anthem.com/cova, www.covahealthaware.com and <http://my.kaiserpermanente.org/mida/commonwealthofvirginia/>.
- Supplies of **brochures, flyers and posters** from Active Health and Aetna may be ordered on soon-to-be available materials order forms or by calling the telephone number indicated. Materials also may be downloaded from the DHRM website links to appropriate vendor sites.
- Supplies of Anthem materials, including the **Flexible Spending Account (FSA) Sourcebook**, may be ordered on the attached Commonwealth of Virginia Materials Order Form. Delta Dental materials are available by calling the telephone number included on the form. After receiving your shipment, you may download materials from the Anthem website at www.anthem.com/cova or use the order form if you need more. The FSA Worksheet may be downloaded from the Anthem 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.
- **Materials Order Forms** will be posted on the DHRM website:
 - Commonwealth of Virginia Materials Order Form (Anthem and Delta Dental)
 - Materials Order Form for Aetna
 - Materials Order form for ActiveHealth Management
 - Call Kaiser directly at (301) 816-6871 to order materials

Enclosures:

Links to –

- *Spotlight*
- Employee Meeting Schedule (see page 11 of Spotlight)
- *MyActiveHealth* brochure
- EmployeeDirect flyer
- Eligibility and Enrollment Form for Employees
- Flexible Spending Account Sourcebook
- FSA Worksheets
- Commonwealth of Virginia Materials Order Form
- CHIPRA Annual Notice