



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo

#13-03

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: April 25, 2013
Re: Open Enrollment Mailings to non-Medicare Eligible Retirees/Survivors/LTD Participants and Extended Coverage (COBRA) Participants

Open Enrollment materials will be mailed starting today, April 25, to non-Medicare Eligible Retirees, Survivors and Long-Term Disability (LTD) participants. Materials for Extended Coverage participants and a notification to LTD participants in waived status will be mailed on April 29. Links to 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.

Non-Medicare-eligible Retiree Group Enrollees (retirees, survivors, LTD participants) have the same Open Enrollment plan choices (not including FSAs) as active employees. If you have an employee who retires prior to July 1 and enrolls in retiree coverage, his or her Open Enrollment election will still apply for July 1 unless he/she (or a covered family member) is eligible for Medicare. It may be helpful to provide those individuals with a copy of the retiree open enrollment materials to assist with their transition.

You may order updated retiree group enrollment forms by downloading the Commonwealth of Virginia Materials Order Form from the DHRM Web site soon at www.dhrm.virginia.gov/resources/benefitsadmin/benefitsadmintoc.html. See the link to the form provided earlier with BA Memo #13-01. Print and fax the form to the number indicated.

An updated Extended Coverage/COBRA Change Request form is also available for your information at 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.

Enclosures (see attachments and links in email):

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