



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

Benefits Administrator Memo

#13-06

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: October 10, 2013
Re: Dependents Who Lose Eligibility at the End of 2013

Dependent children who are otherwise eligible for the Health Benefits Program for state employees 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, 2014, and the employee's or retiree group participant's membership will be reduced as appropriate.

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.

The Health Benefits Program for state employees will continue to allow children who are incapacitated to remain covered dependents as long as they remain incapacitated and meet the eligibility criteria found below:

- the child was covered by your health plan and the incapacitation existed prior to the loss of eligibility due to age,
- the dependent lives at home,
- the dependent is not married,
- the dependent receives more than one-half of his or her support from the employee, 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, 2014.

Agency Benefits Administrators are responsible for immediately notifying employees or retiree group enrollees whose children will lose eligibility on January 1. Attached are sample letters that you may use to notify affected participants enrolled in Anthem and Kaiser Permanente plans. In the retiree group, letters should be sent to the original participant of a linked child.

The Office of Health Benefits is currently working through the process for Aetna COVA HealthAware participants. However, COVA HealthAware participants are included in the FTP folder if your agency has any affected dependents. Please do not provide these participants with a sample letter. Additional information for employees/retirees enrolled in COVA HealthAware will be communicated directly to the agency's benefits administrator once the process is finalized. Members enrolled in:

- **COVA Care, COVA HDHP or a plan that coordinates with Medicare** must contact Anthem at 1-800-552- 2682.
- **Kaiser Permanente** must contact the plan at 1-800-777-7902.

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-00149-10022013.txt*. In addition, for agencies with affected dependents, *BES-Dependent-Age-26-Approaching-Termination-00149-10022013.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, 2013, it does not include participants who were entered into the system after that date.

There will be a text version of the report whether or not your agency has a dependent to be purged.

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, 2014.