



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

Benefits Administrator Memo

#14-04

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: April 22, 2014
Re: Open Enrollment Mailings to non-Medicare Eligible Retirees/Survivors/LTD Participants and Extended Coverage (COBRA) Participants

Open Enrollment materials for non-Medicare-eligible Retirees, Survivors and Long-Term Disability Participants will be mailed starting April 24. Materials for Extended Coverage participants will be mailed on April 25. Links to the non-Medicare Eligible Retirees/Survivors/LTD and Extended Coverage (COBRA) Open Enrollment notification booklets are provided below. A copy of the 2014 Benefits At-A-Glance Summary is included with this memo. Open Enrollment questions from these participants should be directed to the appropriate Benefits Administrator, as indicated in the notifications.

If you have an employee who retires prior to or on July 1 and enrolls in retiree coverage, his or her Open Enrollment election will still apply for July 1 unless he/she 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.

There is no change to the *State Health Benefits Program Enrollment Form for Retirees, Survivors and LTD Participants* or the *Extended Coverage/COBRA Change Request* form. However, if you need to order additional retiree enrollment forms, you may do so by downloading the [Commonwealth of Virginia Materials Order Form](http://www.dhrm.virginia.gov/hbenefits/OpenEnrollment2014/StateMaterialsOrderForm.pdf) from the DHRM website. The direct link is: www.dhrm.virginia.gov/hbenefits/OpenEnrollment2014/StateMaterialsOrderForm.pdf.

[Extended Coverage/COBRA Change Request forms](http://www.dhrm.virginia.gov/hbenefits/OE2013/ExtendedCoverageChangeForm2013.pdf) may not be ordered but can be printed from the DHRM web site. The direct link is: <http://www.dhrm.virginia.gov/hbenefits/OE2013/ExtendedCoverageChangeForm2013.pdf>.

Attachments:

[Retiree/Survivor/LTD Open Enrollment Notification Booklet](#)
[Extended Coverage \(COBRA\) Open Enrollment Notification Booklet](#)
2014 Benefits at a Glance Summary