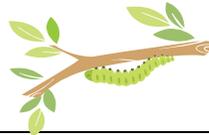




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Act Now to Get Rewarded in 2014

Employees enrolled in the medical portion of the State Employee Health Plan (SEHP) have an opportunity to earn a \$480 incentive discount on their 2014 health plan premium by participating in the HealthQuest Rewards Program. To earn the incentive, employees will need to complete a health assessment questionnaire (worth 10 credits) and earn 20 additional credits, for a total of 30 credits, by July 31, 2013.

The Rewards Program is optional and participation in any of the HealthQuest services is confidential. For more information, please go to: <http://www.kdheks.gov/hcf/healthquest/rewards.html>.

Don't have an account yet?

Follow these instructions to set one up and start earning credits:

<http://www.kdheks.gov/hcf/healthquest/download/How to Register an Account.pdf>

Don't have a computer/internet?

Those without computer access can call the HealthQuest Help Desk toll-free at 1-888-275-1205, option 9, and they can set up an account for the employee over the phone as well as assist in completing self-report forms for credits. A paper version of the health assessment questionnaire is always available throughout the year by request from the Help Desk. Completed paper versions were due by July 1st, so any employee who still needs to complete an assessment, and does not own a personal computer, should seek out a public library or speak with their HR about accessing a computer.

Need to check your credits?

Employees can confirm their credits and discount status by following these steps:

- Go to: www.kansashealthquest.com and sign in with your login ID (email) and password.
- Click on "Track Credits" from the left menu.
- On the Track Credits page under the bar graph you will see the message "**You've completed the incentive. Congratulations!**" if you have completed all of the requirements to qualify for the incentive.
- If you do not see this message, keep working to complete the health assessment questionnaire (worth 10 credits) plus 20 additional credits.
- At the bottom of the page under the heading "*Current Program Year Activities Completed*" you can review the date and amount of credits earned for each activity you have completed.
- Please contact the HealthQuest Help Desk toll-free at 1-888-275-1205 (option 9) if you need assistance or visit <http://www.kdheks.gov/hcf/healthquest/trackcredits.htm> for more information.



The HR Corner – Updated Forms

Updated SEHP Forms for 2013

Beginning in 2013, the State Employee Health Plan (SEHP) made revisions to some of the forms used for benefits. One of the forms that was revised was the Enrollment form. With the recent changes to the HealthQuest rewards program, which now requires the member to go through the HealthQuest website to declare their tobacco usage, the Enrollment form has been revised to remove the section related to the declaration of a member's use of tobacco products.

NON STATE/REGENTS SALARY TIER	
CHECK ONLY ONE	
<input type="checkbox"/> P1	<input type="checkbox"/> F1
<input type="checkbox"/> F2	<input type="checkbox"/> F3
<input type="checkbox"/> AFTER-TAX	Are you currently enrolled as a dependent in the State Employee Health Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No

Also now included on the Enrollment form is a question that asks if the member is currently enrolled in the SEHP benefits as a dependent. This information is used to determine the effective date of a member's benefits. If the member answers this question as yes, and it is confirmed, the member is not required to serve the normal 30 day waiting period, making a new member eligible for benefits the first of the month following their date of hire. It also allows us to identify the member under whom they currently have coverage in order to make the changes to terminate that coverage.

Additionally, on the most current Change Form, there is a new Type of Event listed for #15. "Marriage of Dependent" has been replaced with "Removal of Ineligible Grandchild." A dependent does not have to be removed due to becoming newly married. Please use the new #15 option if a covered grandchild has recently become ineligible under SEHP guidelines.



It is very important that not only the correct forms be used, but also that all forms be reviewed carefully with the member to insure all portions of the form are completed. Failure to do so will result in the rejection of the form and the deadline for submitting the form will not be extended. The same holds true for those members who are requesting the enrollment of dependents in the benefits as well.



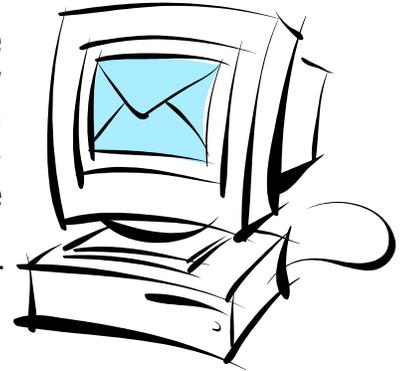
Please be sure that acceptable documentation for each dependent is obtained prior to submitting the form for processing. Again, failure to submit the form with acceptable documentation will result in the rejection of the form and the deadline for submitting the form will not be extended. If a form is rejected and returned for additional information, it is required that the member re-sign and re-date the form before resubmitting so they are aware of the changes or revisions to their initial submission.



Employee Contact Information

Email Addresses – Required Field on Enrollment Forms

Over the past year, HR's may have noted a new line under the contact information of the SEHP enrollment forms. Any new State Employee Health Plan members are required to have a valid email address on file in order to receive important information about their health benefits. An employee can choose whether they wish to list their work email or a personal email account, as long as they can access the listed account for information regarding their health benefits.



Updated Addresses



Please be sure that you have your employees' most current address on record. This is to ensure that they receive important information regarding their health insurance in a timely manner. This is especially important in the instance of a termination or a divorce. (in a divorce, if the ex-spouse has a new address, that should be reported on the Change form to SEHP) With Open Enrollment fast approaching, please make sure your employees' contact information is up to date!



Flexible Spending and Health Savings Account - Special Highlight Edition -

Plan C / HSA participants ending up on US Bank's blocked list:

Over the past few months we may have reached out to some of your employees requesting that they contact US Bank due to being placed on US Bank's blocked list. The reason for this is because all bank accounts (including Health Savings Accounts) are now subject to the US Patriot Act and must verify the identity and current address of everyone that opens an account. Most people pass this process, but those that have recently moved within the past few months may not pass and will receive either a letter or email from US Bank stating that they need to contact them and provide documentation confirming their current address. Please know that it is very important for employees to respond to these requests in a timely manner. Failure to respond to US Bank's request for documentation will result in the account balance being pulled and refunded back to the State Employee Health Plan (SEHP).



**For questions about these requirement, please contact
US Bank at 877-470-1771.**



Effective date of HSA changes:

From time to time, those enrolled in Plan C may want to increase or decrease the amount they contribute to their HSA. HSA contribution changes can be made without a Qualifying Event, but will always be effective on a "future forward" prospective basis. This differs from the health plan rules, which allow for changes to be made retroactively. The future forward rule also applies to the FSA program as well.

