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State Plan Year 2014 Open Enrollment

Open Enrollment is here!
October 1—October 31, 2013

Every fall like clockwork – school starts, football kicks off, and Open Enrollment gets under way. For all active employees, the only way to enroll in or make changes to their health benefits for Plan Year 2014 is through the Internet, using the **Employee Self Service Center**.

OPEN ENROLLMENT ON THE INTERNET (WEB)

To complete this year's open enrollment, employees should access the Employee Self Service Center account now to verify whether their password is active so that they can complete their 2014 benefit plan elections online. If they have forgotten their password, they may click on "Forgot Password" and follow the instructions on the screen. If they have trouble accessing their Employee Self Service account, please have them contact the HELP DESK at:

TOPEKA AREA—785-296-1900
TOLL FREE — 1-866-999-3001

The link to the Open Enrollment web portal is: www.kansas.gov/employee

Prior to your employee completing their online open enrollment they should review all the SEHP Open Enrollment 2014 materials to become familiar with their options. This includes the "2014 Choose Your Health Benefits" booklet and the Health Plan Comparison Chart. In addition they should read the SEHP NSE Employee Guidebook available online at: <http://www.kdheks.gov/hcf/sehp/NSEGroup/NSEGroup-EEGuide.pdf>

Active employees must go to the Open Enrollment website to:

1. Review their current State Employee Health Plan (SEHP) enrollment elections.
2. Make health plan coverage changes including adding or dropping their coverage, adding or dropping dependents, electing voluntary vision coverage, or changing pretax payment status.
3. Choose to participate or renew participation in a Flexible Spending Account for PY 2014
4. If eligible, apply for HealthyKIDS program **[Online enrollment only:**
<http://www.kdheks.gov/hcf/sehp/HealthyKIDS.htm>]



Plan Year 2014 Open Enrollment

Please remind employees to print any changes that they make online for their own records

Dependent Documentation

Dependent documentation for newly added dependents during Open Enrollment should be faxed to (785) 368-7180. This method is the fastest and most secure as the items are received electronically into the SEHP secure imaging system. Your Agency number, employee's full name and employee ID number (including alpha character) must be clearly & legibly printed on each piece of documentation. The deadline to submit dependent documentation to the SEHP is November 8, 2013.

Confirmation Statements

Benefit confirmation statements will be available to view online by mid-December, 2013.

Qualifying Events in November & December

If an employee is expecting a baby or planning to be married during November or December 2013, they should complete Open Enrollment during the October 2013 Open Enrollment period based on their current coverage level and the desired plan(s) for the new plan year. Following the birth or marriage, a Change Form should be completed within 31 days of the event making only the appropriate coverage level change. If they also need to make a change to their Open Enrollment elections as a result of the change, then a paper Enrollment Form should be completed and submitted at the same time as the Change Form, indicating the desired coverage changes with an effective date of 1/1/14.

Retiring during or after Open Enrollment

If an employee is retiring between now and the end of the year, and wishes to make an Open Enrollment change under the SEHP, they should contact our Direct Bill Specialists in SEHP Membership Services at (785) 296-1715 or toll free 866-541-7100 for assistance. At their time of retirement, they will be offered Direct Bill coverage, but federal law requires that the SEHP also offer COBRA continuation coverage. They must choose one or the other—they cannot elect to carry both. For information on the differences between Direct Bill and Cobra, please refer to our online resources: <http://www.kdheks.gov/hcf/sehp/directbill.htm>

<http://www.kdheks.gov/hcf/sehp/COBRA.htm>

Social Security Numbers

According to Section 111 of the Federal Medicare, Medicaid, and SCHIP Extension Act of 2007 (the "Act"), group health plans are required to report eligibility information to the Centers for Medicare and Medicaid Services (CMS) for purposes of coordination of benefits. To satisfy the mandate, the SEHP is required to obtain valid Social Security Numbers (SSNs), Medicare Health Insurance Claim Number (HICN) or Individual Taxpayer Identification Number (ITIN) [for non-resident alien individuals] for all members and their eligible dependents. Dependents include a spouse and other family members eligible to be covered by health plan benefits.

If the SSN or ITIN is not provided to SEHP Membership Services, the dependent may be removed from the SEHP. A copy of the SSN or ITIN card can be provided as documentation. Valid SSNs, ITINs will be required during annual Open Enrollment for any newly added dependents. If the information is not provided during Open Enrollment the dependents will not be added to the SEHP in the following plan year.

Plan Year 2014 Open Enrollment

What's New this Year?

This October, State Employees will see only a few changes with Health Plans A, B, & C. Some of these highlights are listed below.

1. Plan C Qualified High Deductible Health Plan (QHDHP) with Health Savings Account (HSA). HSA employer contributions will now be deposited in two installments for current benefits eligible employees who select Plan C for PY 2014. The first installment will be deposited on the second pay date in January 2014, and the second installment will be deposited on the first pay date in July 2014.

2. New FSA Vendor—NueSynergy. NueSynergy will administer all FSA accounts for 2014—Health Care FSA, Dependent FSA, and Limited Purpose FSA.

3. Plan Design Changes for 2014. Removal of the dollar limit on durable medical equipment. Preventative care adjustments include Well Woman Care, coverage for OTC contraceptives if prescribed, coverage for BRCA gene testing for breast cancer, and more.

4. Prescription Drug Coverage—Plans A & B. Non preferred drugs will be counted toward meeting the coinsurance maximums in PY 2014. Coinsurance maximums will change to the following: individual is increased to \$2,750, family will be set at \$5,500.

5. New Benefits. Autism Spectrum Disorder coverage is now a permanent benefit. Coverage for bariatric service is covered for qualified patients. Details are in the benefit description booklets.



Open Enrollment Meetings

Need more information?

An Open Enrollment meeting could be happening near you. You can find a list of Open Enrollment Meetings at the following web address: www.kdheks.gov/hcf/sehp/active.htm.



Introducing NueSynergy

Your New FSA Administrator for 2014

The State of Kansas welcomes NueSynergy, headquartered in Leawood, Kansas, as the new Flexible Spending Account (FSA) administrator for 2014. NueSynergy is bringing new tools and technology that will make managing your FSA faster, easier and more convenient.

What is an FSA?

A Flexible Spending Account (FSA) allows you to set aside up to \$2,500 on a pre-tax basis to pay for eligible medical, dental, and vision expenses, and up to \$5,000 on dependent care expenses. The amount you choose to contribute is taken out of your paycheck, in equal amounts each pay period, and reimbursed when a qualified expense is incurred.

Increase your take-home pay by as much as 25%

Nearly everyone can benefit from enrolling in an FSA. For every dollar set aside from your paycheck to your FSA plan, you save on taxes that are not withheld. By reducing your income taxes, you increase your take-home pay. It's that easy!

Here's the savings potential

An employee who earns \$33,000 annually, which is \$1,375.00 per paycheck over 24 pay periods. The employee elects to contribute \$1,200 annually or \$50 per pay period (pre-tax) into their Health Care FSA. In this example, the individual would see a \$12.50 tax reduction on each paycheck.

Example:	Without FSA	With FSA
Gross Earnings	\$1,375.00	\$1,375.00
FSA Contribution per Paycheck	\$50.00	\$50.00
FICA, Fed/State taxes	\$343.75	\$331.25
Net Earnings	\$981.25	\$993.75
Total Tax Savings per Paycheck		\$12.50
Total Tax Savings per Month		\$25.00
Total Tax Savings per Year	\$0.00	\$300.00

To see how these savings may work for you, please go to www.KansasFSA.com and use our Custom FSA calculator.

Introducing NueSynergy

Easily access your FSA funds with direct deposit and free debit card

Direct deposit is the required form of reimbursement for the FSA. Any member that is not currently participating in a Health Care FSA in 2013 but wishes to participate in an FSA in 2014 will need to set up Direct Deposit information directly with NueSynergy. Direct deposit information can be provided electronically or by downloading a direct deposit form from www.KansasFSA.com.

At enrollment, you can also select to receive your Kansas FSA debit card at no cost to you. By using the debit card, you'll rarely have out-of-pocket expenses, you'll have access to the full plan-year amount on January 1, 2014, and you'll eliminate paper claims submissions.

Three Ways to Save

You have three FSA plan choices to help you save money:

1 Health Care FSA

With this account you are able to pay for eligible medical, dental, prescription, and vision expenses not covered by insurance. Examples of eligible expenses:

Co-pays & deductibles
Prescriptions
Chiropractic care

Diagnostic tests
Hearing aids
Hospital services

Insulin
Medical equipment
Physical or speech therapy

2 Dependent Care FSA

If you have dependent care costs for a child under the age of 13 or a spouse or dependent who is unable to care for themselves, you should consider the dependent care FSA. As long as both spouses or custodial parents are employed, you can contribute up to \$5,000 pre-tax per calendar year to pay for expenses such as:

Before- and after-school programs
Nursery school & preschool

Day care (child & adult)
Summer day camp

3 Limited Purpose FSA

If you have a Health Savings Account (HSA), enrolling in a Limited Purpose FSA is a great way to save your HSA dollars. You can use your Limited FSA funds to pay for dental and vision expenses while conserving your HSA dollars for future medical expenses.

Contact lenses
Laser eye surgery

Eye glasses
Orthodontics





NueSynergy is Your New FSA Administrator

Faster. Easier. More Convenient. With NueSynergy, you'll enjoy these new benefits in 2014:

NEW!

Online WealthCare Portal

State employees will have their own FSA portal at www.KansasFSA.com. Initially this site will provide information about enrollment. After the conversion process, you'll have 24/7 access to detailed account information. You can check your balance, view recent transactions, and submit claims online.



No need to convert your claims documentation to PDF. NueSynergy accepts most images and file types: JPG, JPEG, GIF, PNG, TIFF, XLS, DOC and PDF.

NEW Benefit!

NueSynergy Mobile App

The NueSynergy mobile app gives you on-the-go access to your FSA account balances and plan details. With the mobile app, you can:

- Review recent transactions
- Read all email and text alerts
- Submit claim documentation
- Contact NueSynergy customer service



Submit claim documentation simply by taking a photo.



FREE!

FSA Debit Card

In the 2014 plan year, Kansas employees may elect to receive a free FSA debit card at Open Enrollment. Selecting the debit card option gives you access to all your 2014 plan year FSA dollars on January 1, 2014.

- Easy to elect – simply click the debit card option during enrollment
- No more paper claims submission
- Eliminates up-front out-of-pocket expenses



New! Use your debit card to pay for dependent care expenses

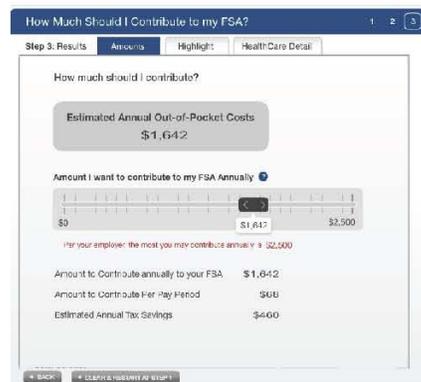
New! Access 2013 grace period funds in 2014

New! Use your debit card for qualified Limited Purpose FSA expenses

NEW Benefit!

Custom FSA Calculator

Want to see your savings potential with an FSA? Simply go to www.KansasFSA.com and click the Custom Calculator. The calculator is pre-loaded with State of Kansas plan details, so you can get a quick and easy look at what you can save.



Customer Service: 855-750-9440
Monday - Friday, 7:30 a.m. - 5 p.m.
Fax: 855-890-7238
customerservice@nuesynergy.com
www.KansasFSA.com

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Customer Focused • Technology Driven

Introducing NueSynergy

Transitioning Your ASI Flex Account

If you had an FSA in 2013, please keep in mind important dates listed below. NueSynergy will handle all claims in the new 2014 plan year, including the 2013 grace period.

When do I stop using my FSA "Benny Card"?

Your FSA debit card (Benny Card) issued from ASI Flex will stop working on December 13, 2013, at 11:59 p.m. CST. You will continue to submit any manual claims to ASI through December 30, 2013.

Will my direct deposit information transfer from ASI?

If you are currently participating in a Health Care FSA with ASI, your direct deposit information will be transferred securely to NueSynergy. If you need to change your direct deposit information or are a new FSA participant you will need to change or establish your direct deposit information with NueSynergy by December 31, 2013. This will ensure there is not a delay in receiving reimbursement for any claims. You can set-up your direct deposit by going to www.KansasFSA.com.

When do I stop submitting claims to ASI Flex?

After December 30, 2013, ASI will no longer accept FSA claims. You will need to hold onto your receipts through the claims transition period (December 30 - January 8) while any remaining 2013 account balance is transferred to NueSynergy. You will have access to any remaining 2013 FSA fund balance on January 9, 2014.

During the transition period, from December 30 through January 8, you will be able to use your NueSynergy FSA debit card, but during this eight-day period, you will be drawing from 2014 funds. Beginning January 9, claims will be paid from 2013 funds first, until depleted, and then reimbursements will be drawn from 2014 funds.

For more about NueSynergy and the FSA plan visit www.KansasFSA.com.

Key Dates

December 13, 2013

ASI Flex "Benny Card" turned off

December 16, 2013

NueSynergy FSA debit card mailed

December 30, 2013

ASI Flex stops accepting claims

December 31, 2013

Last day to set up direct deposit with NueSynergy

December 31, 2013 to January 8, 2014

Transition period (no access to 2013 funds)

January 1, 2014

NueSynergy FSA debit card use begins (drawing from 2014 funds)
NueSynergy will begin processing manual claims for 2014

January 9, 2014

NueSynergy begins paying 2013 grace period claims*
NueSynergy FSA debit card loaded with remaining 2013 balance*

March 15, 2014

Last day to incur claims against 2013 funds

April 30, 2014

Last day to file a claim under the 2013 funds grace period

Look for details about
NueSynergy webinars and
Open Enrollment meetings:

September 21 – October 21

Specific dates and times will be
posted on www.KansasFSA.com

*Claims will be paid from 2013 funds first, until depleted, and then reimbursements will be drawn from 2014 funds.



Introducing NueSynergy

Learn & Win!

As part of your benefits plan, the State of Kansas provides you with the opportunity to enroll in a great tax savings account called a Flexible Spending Account. NueSynergy is eager to introduce how these accounts can benefit you and has rolled out a campaign called Learn and Win! To be eligible for a drawing you simply need to participate in at least one of the educational opportunities defined below. If you participate in two of the three educational opportunities your name will be entered for the Grand Incentive drawing. Below are the campaign details:

Event	Begins and Ends	Incentive Level	Winner
Participate in 1 of 3 educational opportunities.	Sept. 23, 2013 to Oct. 21, 2013	1	Nov. 1, 2013
Participate in 2 of 3 educational opportunities.	Sept. 23, 2013 to Oct. 21, 2013	2	Nov. 1, 2013

Educational Opportunity

1. Attend an open enrollment meeting and sign in at NueSynergy's table.
2. Complete the custom FSA planning calculator found at www.KansasFSA.com.
3. Attend a NueSynergy educational webinar. Register by going to www.KansasFSA.com.

Level 1 (\$300 value)	Level 2 (\$1,000 value)
<ul style="list-style-type: none"> - Tablet - Chiefs Football tickets - KU/KState/WSU football & basketball tickets - Gift card 	<ul style="list-style-type: none"> - Overnight trip to Kansas City Plaza with Chiefs tickets - Overnight trip to Branson, MO - Overnight trip to Colorado Springs - Gift card

NOTE: State Employee Health Plan Members should understand that accepting a FSA incentive is on a volunteer basis and is completely up to the individual member. Members who choose to accept an incentive are advised that the value of any promotional giveaway received, including monies and items are taxable by the IRS. For State employees, the taxes on the incentive will be deducted from their paycheck.



Introducing NueSynergy

Other Important Items:

- 1) The Health Care, Dependent Care and Limited Scope FSA annual maximum contribution amounts will remain the same as last year. The Health Care and Limited Purpose FSA annual maximum will be \$2,500 and the Dependent Care maximum will be \$5,000.
- 2) For 2014 those who enroll in an FSA will be able to be reimbursed in one of two ways: Use of the FSA debit card and Direct Deposit. This will ensure that participants are reimbursed in the quickest manner possible.
- 3) For member's who currently have a Health Care FSA, but will be enrolling in Plan C with an HSA for 2014, their FSA **MUST** have a zero balance by the end of business on December 31st in order to contribute and receive contributions to their Health Savings Account on the **second** pay date of 2014.

HSA contributions from both the State and the member will be delayed until the first pay date in April if a balance remains in their Health Care FSA after December 31st, 2013.

***Note:** Debit Card transactions made during the last few days of 2013 that are not settled before December 31st will not count toward reducing the 2013 balance and may result in the member having a balance in their FSA on January 1st.

Plan C & HSA Announcements for PY 2014

- 1) US Bank will continue to be the HSA Bank for 2014. Members who enroll in Plan C for the first time in 2014 will receive information in the mail from US Bank regarding the specific details of their account (website, account number, fees, investment options, etc.) as well as other features and information related to their new HSA. ***Note:** For those enrolling in Plan C for the first time in 2014, it is very important to activate their HSA debit card and to log into your HSA and accept the Terms and Conditions of the account as soon as they can. This will prevent their account from being suspended and funds being returned to the State.
- 2) The State will be depositing the HSA employer contribution on a semi-annual basis in 2014. The first contribution will be made on the second pay date of 2014 (January 17th) and on the 1st pay date in July (July 3rd). For members who elect Employee Only coverage, they will receive \$750.00 on January 17th and \$750.00 on July 3rd. Those who elect Employee + Dependent coverage will receive \$1,125.00 on January 17th and \$1,125.00 on July 3rd. Members will still contribute on a per-paycheck basis. 
- 3) The IRS annual contribution limit will be increasing for 2014. For those with Employee Only coverage the annual maximum contribution limit will increase from \$3,250.00 to \$3,300.00. For those with Employee + Dependent coverage the annual contribution limit will increase from \$6,450.00 to \$6,550.00. The annual contribution limit includes both the employer and employee contributions.
- 4) For member's who currently have a Health Care FSA, but will be enrolling in Plan C with an HSA for 2014, their FSA ***MUST*** have a zero balance by the end of business on December 31st in order to contribute and receive contributions to their Health Savings Account on the second pay date of 2014. Prorated HSA contributions from both the State and the employee will be delayed until the first pay date in April if a balance remains in their Health Care FSA after December 31st, 2013.

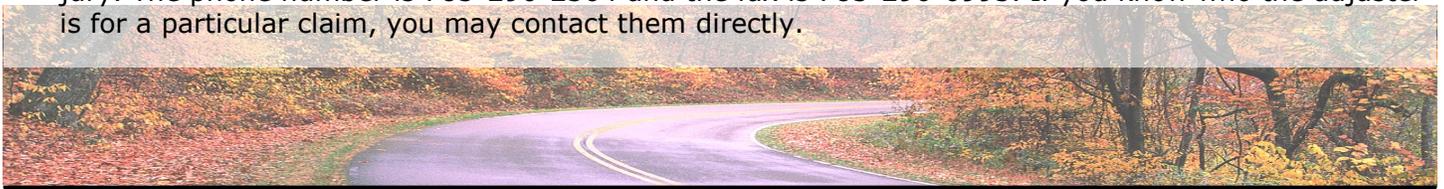


Worker's Compensation — Q & A's

Employee Injured at Work - as a Supervisor, what should I do?

What are the responsibilities of the agency when an employee is injured at work?

- **Obtain authorization for medical care** from SSIF.
Note: If it is a life or a limb threatening emergency, get the employee to the closest medical provider as soon as possible.
- **Complete the Employer's Report of Accident** and submit it as soon as possible to the SSIF by one of the following methods: **email** it to wc1101a@kdheks.gov, **mail** it to SSIF, Room 900-N, Landon State Office Building, Topeka, KS 66612 or **fax** it to 785-296-6995.
Note: All email containing Protected Health Information (PHI) such as, the Employer's Report of Injury, physician's notes, medical reports, etc. must be sent securely. If you do not have a secure email delivery mechanism, you may use DHCF 's 'Proofpoint' secure email delivery server to send encrypted email to DHCF .
- **Refer any medical provider** to the State Self Insurance Fund at 785-296-2364 if they contact you for authorization of medical care.
- Submission of the Employers Report of Accident does not mean that the employee has been approved for Workers Compensation. The SSIF will investigate the claim once they have received the Employers Report of Accident and determine compensability.
- **Refer the employee to this website** for pertinent information about Workers Compensation. <http://www.kdheks.gov/hcf/ssif/default.htm>
- **Note:** If they don't have ready access to the website, please print out the **Frequently Asked Questions** and the Information for Employees **PDF version** for them. You may also refer them to the SSIF at 785-296-2364.
- **Determine if any restrictions** given by the medical provider to an injured employee receiving medical care can be accommodated. If an employee is missing work due to a work-related injury and you haven't received any information from the medical provider, contact the employee and obtain a copy of the work release or restrictions.
- **Keep the SSIF informed** of any changes in the status of an injured employee. This includes changes in work restrictions, if they begin missing work or return to work.
- When the employee is eligible to receive Workers Compensation disability benefits, they may want to supplement it with vacation or sick leave. Please contact the SSIF if you have questions about the SHARP adjustments.
- **IMPORTANT:** Employees who receive Workers Compensation are **NOT** eligible for Shared Leave for the same medical condition. If you have questions about Workers Compensation and how it interacts with the Family Medical and Leave Act, you may contact the SSIF.
- **Contact the SSIF whenever you have questions** about any aspect of handling a work-related injury. The phone number is 785-296-2364 and the fax is 785-296-6995. If you know who the adjuster is for a particular claim, you may contact them directly.



Worker's Compensation — Q & A's

What are the Human Resource / Supervisor's Role in the deployment of the CorCareRX prescription drug program?

The prescription program is for all New Claims. The program is initiated as soon as the employee reports the injury and wants to go to the doctor for treatment:

- **Complete the Employer's Report of Injury** format and submit it within 24 hours to the SSIF by one of the following methods: **email** it to wc1101a@kdheks.gov, **mail** it to SSIF, Room 900-N, Landon State Office Building, Topeka, KS 66612 or **fax** it to 785-296-6995.
Note: All email containing Protected Health Information (PHI) such as, the Employer's Report of Injury, physician's notes, medical reports, etc. must be sent securely. If you do not have a secure email delivery mechanism, you may use DHCF's 'Proofpoint' secure email delivery server to send encrypted email to DHCF.
- **Complete the top portion** of the **First Fill Letter** with the Injured Worker's Name, Social Security number and Date of Injury.
- **Print off a copy** of the completed First Fill Letter and give it to the employee.
- Participating pharmacies are listed on the First Fill letter (including Wal-Mart, Walgreens and CVS). You can also see a listing by clicking on the Rx Provider tab on the Corvel Provider Network Lookup. The link to the Corvel site is on the State Self Insurance Fund webpage.
- **Instruct the employee** to give the **First Fill Letter**, along with any prescription the doctor may prescribe to treat the injury, to the participating pharmacy.
Note: Remember to inform the employee that the First Fill letter is only good for 24 hours after receipt and is only for their FIRST prescription(s) following the injury. The letter can only be used for prescription medications related to this injury.
- **Be aware that payment for the prescription may be denied** within 5 days if the State Self Insurance Fund does not receive the **Employer's Report of Injury** (Form K-WC 1101a, 1/12).
- As soon as the **Employer's Report of Injury** (Form K-WC 1101a, 1/12) is received by the State Self Insurance Fund, compensability will be determined.
- **If the claim is accepted**, the prescription will be approved and the injured employee will receive a CorCare RX prescription drug card in 3 to 4 days. The employee should use the CorCare RX Prescription Drug Card for any medication related to the injury that is prescribed by the treating physician.
- **If the claim is not compensable**, the employee will receive a statement in the mail indicating that it has been denied and that the employee will need to submit any bills related to the denied claim to their health plan provider.
- The employee's CorCareRX Prescription Drug Card will remain valid for up to six months or as soon as the doctor releases the employee from care. A CorCareRX Prescription Drug Card has to be issued for each new date of injury. Employees with two injury dates requiring medications will be issued two CorCareRX cards.
- **For assistance please contact the State Self Insurance Fund at 785-296-2364.**



Human Resource Representatives—Reminders for Benefits Processing

EMPLOYEE ADDRESSES

Please ensure that an employee's most current address is always in Sharp and listed on any enrollment or change form submitted to the SEHP. This is to ensure that they receive important information regarding their health insurance in a timely manner.



OPEN ENROLLMENT FORMS (EXCEPTION ONLY BASIS)

During Open Enrollment, an employee *must* enroll online. The following situations are the **only** time someone may complete a paper enrollment form:

- A newly hired or rehired employee was entered in SHARP after September 6, 2013. In this case an enrollment form is needed for initial PY 2013 elections. If the employee wishes to make different elections for PY 2014, another enrollment form is needed dated 1/1/14. Please send both forms in together.
- An employee becomes newly benefits eligible, and the eligibility change was entered in SHARP after September 6, 2013. Again, two enrollment forms are needed: one for their initial enrollment in the SEHP and another for their Open Enrollment selections for 2014. Please send both forms in together.
- Any employee who wishes to cover newborn twins/triplets who do not yet have Social Security Numbers.

NOTE: All dependent documentation must be included with enrollment forms when adding dependents to SEHP coverage. Please include the **employee's name, ID #, and the Agency # on each piece of documentation.**

Open Enrollment coverage elections will become effective on 1/1/14.

Starting October 1, 2013, copies of 2014 enrollment forms can be found online at: www.kdheks.gov/hcf/sehp/Forms.htm. The website will not be viewable until 10/1/13.

**** DEADLINE FOR SUBMISSION OF DEPENDENT DOCUMENTATION ****

All dependent documentation is due to SEHP Membership Services **no later than 5:00 PM, Friday, November 8, 2013.** This is necessary in order to meet internal deadlines to ensure data will be sent timely to the carriers/vendors. If dependent documentation is not received by this deadline, dependents will **NOT** be added to the employee's plan for 2014.



Human Resource Representatives—Reminders for Benefits Processing

- ◆ Please be sure to review *ALL* forms for completion prior to submitting them to the SEHP for processing. This would include the Social Security Number, Date of Birth, Gender, etc for both the member and any dependents listed on the forms, as well as their benefit elections. We are unable to process forms that do not have the required information provided, and such forms will be returned to be completed. This will delay the processing of the forms which could result in the member and their dependents not having access to their benefits if needed. Any forms returned to be completed may require the member to re-sign and re-date the form before being resubmitted. If submitting a Change form, you should take that opportunity to confirm the most current address is on file for both the member and their dependents.
- ◆ Please remember that forms are due in our office within 10 days from the date the member signed and dated the form. This allows us ample time to process the form and to send the enrollment/changes to the carriers.
- ◆ Employees should check their first paycheck to verify that the correct premium rates are being deducted from their checks for the new Plan Year. Any discrepancies should be immediately reported to their Human Resources Representative.
- ◆ **Reminder about HealthyKids:** Anyone eligible for HealthyKids must reapply every year. HealthyKids applications for Open Enrollment can *only* be submitted **October 1 - 31, 2013**. Eligible members should **not** submit their applications prior to October unless a separate qualifying event has occurred. Income requirements entered for eligibility purposes must also include spouse's total income.
- ◆ If a member is adding a dependent that is not currently enrolled in SEHP coverage, begin obtaining the appropriate documentation October 1st. Please send in documentation **as it is received**—do not hold all documentation until the November deadline.



Calendar/Pay Date Cards – Order Now!

The 2014 Calendar / Pay date cards are in and ready for distribution!

To place an order, email Zaq Rood (ZRood@kdheks.gov) with the amount of cards you would like to request.