



# COMMONWEALTH OF VIRGINIA HEALTH BENEFITS

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT (DHRM)

## Benefits Administrator Memo **#26-02**

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**To:** Benefits Administrators  
**From:** State and Local Health Benefits Programs  
**CC:** All Office of Health Benefits (OHB)  
**Date:** May 15, 2026  
**Re:** 2026 Open Enrollment Communications and Materials for Non-Medicare Retiree Group Participants

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### **Open Enrollment is May 15 – May 29, 2026**

The Annual Open Enrollment (OE) for non-Medicare Retiree Group Participants (Retirees, Survivors and Long-Term Disability Participants) for plan year beginning July 1, 2026, will take place from **May 15 - May 29**. Any changes will be effective on **July 1, 2026 – June 30, 2027**. Letters were mailed to all non-Medicare retiree group participants on May 1, 2026, directing them to access the OE notification on the DHRM [Open Enrollment 2026-27](#) webpage.

Non-Medicare Retiree Group Participants may enroll or make changes to their current plan and/or membership level by completing the fillable enrollment form that is available at the Department of Human Resource Management (DHRM) webpage. The DHRM [Open Enrollment 2026-27](#) webpage is available to find links to the non-Medicare Retiree Notification, Benefits at a Glance, Premiums, Summaries of Benefits and Coverage (SBC), Enrollment forms and Instructions and Important Health Benefits notices.

**Online enrollment will not be available for this population.**

#### **Enrollment Form**

Non-Medicare Retiree Group Participants should follow the instructions provided in their Open Enrollment Notification to complete the required form. Completed forms must be received by their Benefits Administrator, or postmarked, no later than **May 29** in order to be accepted.

### **Employees retiring July 1 or prior**

If you have employees who retire prior to or on July 1 and enroll in non-Medicare retiree coverage, please provide them with a copy of the Open Enrollment materials to assist with their transition. Also, explain that any election that they make prior to July 1 but after the Open Enrollment period will apply for July 1. (New retirees eligible for Medicare must select a Medicare-coordinating plan.)

### **Ordering and Accessing Materials**

Materials order forms from each vendor are available at [BA Forms](#).

Materials for Anthem and CarelonRx are available through the [Commonwealth Materials Ordering Portal](#)

All users must have an account on the ordering portal. See the [COVA Ordering Guide](#) for instructions on creating an account (*Steps to accessing the ordering portal changed in February 2026*).

**Note:** *The non-Medicare retiree notification and the enrollment form are not available for ordering, they must be printed by the agency if copies are needed.*

Links to the Open Enrollment materials for Retiree Group participants are provided below.

[Non-Medicare Retiree Group Notification](#)

[Non- Medicare Retiree Open Enrollment Web Page](#)