



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

Benefits Administrator Memo

#19-03

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: April 19, 2019
Re: Annual Open Enrollment for Non-Medicare Retiree Group Participants

Annual Open Enrollment for Non-Medicare Retiree Group Participants

***May 1 through May 15, 2019
Effective July 1, 2019***

Open Enrollment materials for non-Medicare-eligible Retirees, Survivors and Long Term Disability Enrollees (Non-Medicare Retiree Group Participants) will begin mailing on April 29th.

Non-Medicare Retiree Group Participants may enroll or make changes to their current plan or membership level by completing the fillable enrollment form that is available at the Department of Human Resource Management (DHRM) website, www.dhrm.virginia.gov, or they may request a printed form from their Benefits Administrator. **Online enrollment will not be available for this population.**

A link to their Open Enrollment notification booklet and enclosures is provided below.

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

Materials Order Forms are posted on the DHRM website at the direct link below:
<http://www.dhrm.virginia.gov/benefitsadministration/materialorder>

Other carrier-specific materials may be obtained as follows:

- Email Delta Dental @MktgAdmin@deltadentalva.com to order materials
- Call Kaiser directly at (703) 287-4645 to order materials
- Call Optima Health directly at 757-252-8516

[2019 Non-Medicare Retiree Notification Memo](#)

[Retiree Enrollment Form](#)

[Health Benefits Program Brochure](#)

[2019 Benefits-At-A-Glance](#)

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