



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

**Benefits Administrator Memo**

**#20-03**

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**To:** Benefits Administrators  
**From:** State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** April 20, 2020  
**Re:** Open Enrollment Communications and Materials for Non-Medicare Retiree Group Participants

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Like active employees, the Annual Open Enrollment for non-Medicare Retiree Group Participants (Retirees, Survivors and Long-Term Disability Participants) and Extended Coverage Participants for plan year beginning July 1, 2020, will take place from May 1—15, and any changes will be effective on July 1. Booklets and related resources will begin mailing on April 20.

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) website at [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) or, if they do not have online access, by using a paper form—see below for availability of paper forms. **Online (EmployeeDirect) enrollment will not be available to these populations.**

**Using the Online Fillable Form**

Non-Medicare Retiree Group Participants should follow the instructions included in their Open Enrollment Booklet to complete the form and submit to their Benefits Administrator no later than 11:59 PM on May 15, 2020.

**Using a Paper Enrollment Form**

**Enrollment forms for Retiree Group Participants must be received by their Benefits Administrator or postmarked no later than May 15 to be accepted.** Forms may be obtained from:

- Benefits Administrators – under the current circumstances, this may result in a delay beyond the May 15 due date--see alternative below
- Online (fillable form) at [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov)

- **In a separate mailing** - Due to the unique circumstances surrounding COVID-19 social distancing and teleworking, an enrollment form will be mailed to the address of record for all eligible Non-Medicare Retiree Group Participants to be used if online access is unavailable. This will be delivered separately from the Open Enrollment packets.
- A limited supply of Retiree Group paper enrollment forms are available to Benefits Administrators to order using the Commonwealth of Virginia online ordering portal.

Extended Coverage participants must use a printed Change Request Form, which is available at the DHRM web site or by calling their Extended Coverage Benefits Administrator listed in their Open Enrollment materials. They will not automatically receive a separate form by mail.

A link to the Open Enrollment materials for Retiree Group and Extended Coverage participants 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 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.)

**Materials Order Forms** are posted on the DHRM website at the direct link below:

<https://www.dhrm.virginia.gov/hr-partners/benefits-administration/baforms>

Other carrier-specific materials may be obtained as follows:

- Call Kaiser directly at 301-609-1184 to order materials

Links:

[Non-Medicare Retiree Group Notification](#)

[Extended Coverage \(COBRA\) Notification](#)

[Open Enrollment Web Page](#)