



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

**Benefits Administrator Memo**

**#21-04**

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**To:** Benefits Administrators  
**From:** State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** April 23, 2021  
**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, 2021, will take place from May 3 -17, and any changes will be effective on July 1. Booklets and related resources will begin mailing the week of April 26.

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 <https://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 17, 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 17 to be accepted.** Forms may be obtained from:

- Benefits Administrators – under the current circumstances, this may result in a delay beyond the May 17 due date--see alternative below
- Online (fillable form) at [www.dhrm.virginia.gov](https://www.dhrm.virginia.gov)

- **In the Open Enrollment packet** - Due to the unique circumstances surrounding COVID-19 social distancing and teleworking, an enrollment form will be mailed in the Open Enrollment package to the address of record for all eligible Non-Medicare Retiree Group Participants to be used if online access to the form is unavailable.
- A limited supply of Retiree Group paper enrollment forms is 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.

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](#)