



COMMONWEALTH OF VIRGINIA HEALTH BENEFITS

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo **#22-01**

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: April 4, 2022
Re: 2022 Open Enrollment Communications and Materials

Open Enrollment Will Be May 2 - 16, 2022

Open Enrollment for health benefits and flexible spending accounts (FSAs) will take place from **May 2 through May 16** this year for elections effective on July 1, 2022. Depending on the agency, **Cardinal Human Capital Management (HCM)** or **EmployeeDirect** will be available for online employee elections, and paper forms may be used by those who do not have online access. You will receive a separate communication regarding non-Medicare retiree materials.

Using Cardinal HCM/EmployeeDirect

Employees must submit their elections on Cardinal HCM or EmployeeDirect beginning on May 2 and no later than 11:59 p.m. on May 16, 2022, to be accepted. Refer to BA Memo #22-03 for instructions on the online enrollment process for EmployeeDirect – Health Benefits Direct. Cardinal HCM agencies should **refer to BA Memo #22-04** for additional information.

Using a Paper Enrollment Form

Enrollment forms must be postmarked, emailed or faxed no later than May 16 to be accepted. Forms may be obtained from:

- **Benefits Administrators** - A limited supply of paper enrollment forms will be available to order using the Commonwealth of Virginia online ordering portal.
- **Online** (fillable form) on the DHRM website.
- **In the Open Enrollment mailing** – Just as last year, for most employees an enrollment form will be included in this year's Open Enrollment package to be used if online access is unavailable.

Separate **BA Memos #22-02, #22-03 and #22-04** are coming soon on instructions for *Cardinal HCM, EmployeeDirect*, enrollment forms and Cardinal/BES.

Employee Communications

There are two versions of the **Spotlight** newsletter this year – one for employees at agencies in the Cardinal HCM system and the other for employees at agencies remaining in BES. The **Spotlight** newsletters will be mailed to employees at their home addresses beginning April 8, 2022, and will be posted on the DHRM website. The mailing lists include the employees in BES as of March 14 and the employees in Cardinal as of March 23.

We also will send the two *Spotlights* electronically in separate communications to all employees with emails in Cardinal or BES as appropriate during April. See the links to Spotlight below for this year's Open Enrollment information.

Also included in this year's mailing will be:

- A Summary of Benefits and Coverage (SBC) for the employee's current plan;
- A sheet with special health benefits notices, including a Wellness Notice, Women's Health and Cancer Rights, HIPAA Special Enrollment, and a notice for employees not currently enrolled in a state health plan about the employee's option to review on the website or request paper copies of the State's SBCs;
- The Children's Health Insurance Program Reauthorization Act of 2009 (CHIP) annual notice required by the Department of Labor;
- Bureau of Insurance Balance Billing Consumer Notice, and
- State Employee Enrollment Form with Language Assistance Notice (for most employees).

An **Open Enrollment link** with all information will be posted on the [DHRM website](#) by April 22. An **Open Enrollment Presentation** will be available on the Open Enrollment web page at the same time for agency use.

- The **member handbook amendments** will be posted on the DHRM website as soon as they are available. Employees should keep a copy of their *Spotlight* as a reference for plan changes until the new Member Handbook amendments are available. **Kaiser Permanente and Optima Health** will post their **Evidence of Coverage** online, and instructions for accessing the information will be mailed to enrolled employee home addresses.
- **FSA Sourcebooks** will be available for orders soon. No supplies will be sent in advance. The electronic version will be posted by April 22. You may also download materials from the PayFlex website at www.payflex.com or the DHRM website.

Ordering and Accessing Materials

New materials will be available for order beginning the week of April 18 from Anthem and IngenioRx on the materials ordering portal and each vendor as shown below. Materials ordering information is at <https://www.dhrm.virginia.gov/hr-partners/benefits-administration/baforms>.

- [2022 Commonwealth Materials Ordering Portal](#) (Anthem and IngenioRx)
- [2022 Delta Dental Materials Order Form](#)
- [2022 Aetna & PayFlex Materials Order Form](#)
- **Contact Kaiser and Optima Health directly to order materials.**
 - **Kaiser:** 301-789-5640 or Ricardo.A.Orellana@kp.org
 - **Optima Health:** Use [order form](#) or 804-510-7477 or mktrimm1@sentara.com

State Health Benefits Program materials available from the plan administrators may be accessed electronically on the DHRM website with links to individual administrators: www.anthem.com/cova, <https://www.covahealthaware.com>; <https://www.optimahealth.com/cova>; <https://my.kp.org/commonwealthofvirginia>; www.deltadentalva.com and www.payflex.com.

Open Enrollment page: Find links to the *Spotlights*, Premiums, Summaries of Benefits and Coverage, and Important Health Benefits notices.