



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

Benefits Administrator Memo

#22-04

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: April 13, 2022
Re: Open Enrollment Communications and Materials for Non-Medicare Retiree Group Participants

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, 2022, will take place from May 2-16, and any changes will be effective on July 1. Booklets and related resources were mailed beginning April 6.

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 16, 2022.

Using a Paper Enrollment Form

Enrollment forms for Retiree Group Participants must be received by their Benefits Administrator or postmarked no later than May 16 to be accepted. Forms may be obtained from:

- Benefits Administrators – under the current circumstances, this may result in a delay beyond the May 16 due date--see alternative below
- Online (fillable form) at 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 **on** the DHRM web site or by calling their Extended Coverage Benefits Administrator listed in their Open Enrollment materials.

Please note in the memos for Extended Coverage participants that premiums from Cardinal R3 agencies (remaining in BES) are rounded to the nearest dollar, while those from R1 and R2 agencies are the exact amount in dollars and cents. This is due to the requirements of the Cardinal payroll system.

Links to the Open Enrollment materials for Retiree Group and Extended Coverage participants are 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](#)

[Extended Coverage \(COBRA\) Notification – Cardinal R1 and R2 agencies](#)

[Open Enrollment Web Page](#)