



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

**Benefits Administrator Memo**

**#14-02**

**To:** Benefits Administrators  
**From:** State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** April 15, 2014  
**Re:** Open Enrollment Communications and Materials

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***Open Enrollment Will Be May 1 – 23, 2014***

Open Enrollment for health benefits and flexible spending accounts (FSAs) will be between **May 1 and May 23** this year. Employees may enroll using EmployeeDirect at [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) or submit a paper enrollment form. Forms printed from the DHRM website or distributed by agencies must be submitted to Benefits Administrators no later than the close of business on May 23. EmployeeDirect is available through 11:59 pm on May 23.

***Employee Communications***

- The **Spotlight** newsletter will be mailed to employees at their home addresses the week of April 21. In addition, DHRM will send *Spotlight* electronically to all employees with emails in BES.
- Also included in this year's mailing will be a Summary of Benefits and Coverage (SBC) for the employee's current plan required by the Affordable Care Act (ACA), and the Children's Health Insurance Program Reauthorization Act of 2009 (CHIP) annual notice required by the Department of Labor, along with a HIPAA Special Enrollment Notice. If an employee is not currently enrolled in a state health plan, their mailing will include a notice regarding the employee's option to review on the web site or request paper copies of the State's SBCs.
- An **Open Enrollment link** will be posted on the DHRM website the week of April 28.
- An **Open Enrollment PowerPoint and separate video** have been developed for agency use with employee meetings and will be available on the COVA Knowledge Center the week of April 28. It will also be posted on the Open Enrollment link on the DHRM website.
- There will be **new plan ID cards** for all COVA Care plan members mailed to participant home addresses.

- **COVA Care, COVA HDHP and COVA HealthAware Member Handbooks are in production.** You will be notified when they are available. The **Kaiser Permanente Evidence of Coverage** will be mailed to employee home addresses during the summer.

### ***Ordering and Accessing Materials***

New materials will be available for order beginning the week of April 21. Availability of materials is indicated below:

- A limited number of **extra Spotlights** may be ordered by writing in “Spotlight” and the quantity using the State Materials Order Form.
- Search for **COVA Care, COVA HDHP and COVA HealthAware providers** online at [www.anthem.com/cova](http://www.anthem.com/cova) or [www.covahealthaware.com](http://www.covahealthaware.com).
- **Vendor employee materials** may be accessed electronically on the DHRM website with links to individual administrators: [www.anthem.com/cova](http://www.anthem.com/cova), [www.covahealthaware.com](http://www.covahealthaware.com) and <http://my.kaiserpermanente.org/mida/commonwealthofvirginia/>.
- Supplies of **brochures, flyers and posters** from ActiveHealth, Aetna and Kaiser may be ordered on materials order forms, by sending an email or by calling the telephone number shown. Materials also may be downloaded from the DHRM website links to appropriate vendor sites.
- Supplies of Anthem materials, including the **Flexible Spending Account (FSA) Sourcebook**, may be ordered on the Commonwealth of Virginia Materials Order Form (link below). Delta Dental materials are available by calling the telephone number included on the form. After receiving your shipment, you may download materials from the Anthem website at [www.anthem.com/cova](http://www.anthem.com/cova) or use the order form if you need more. The FSA Worksheet may be downloaded from the Anthem website.
- The **active enrollment form** may be copied or downloaded from the DHRM website. Use the State Materials Order Form if you prefer to have a supply on hand.
- **Materials Order Forms** will be posted on the DHRM website:
  - Commonwealth of Virginia Materials Order Form (Anthem and Delta Dental)
  - Email for Aetna
  - Materials Order Form for ActiveHealth Management
  - Call Kaiser directly at (301) 816-6871 to order materials

Enclosures:

Links to –

- *Spotlight*
- EmployeeDirect flyer
- Eligibility and Enrollment Form for Employees
- Flexible Spending Account Sourcebook
- FSA Worksheets
- Commonwealth of Virginia Materials Order Form
- CHIP Annual and HIPAA Special Enrollment Notices
- Summary of Benefits and Coverage (to come)