

HEALTH BENEFITS E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

April 26, 2022

Procedures Regarding a Request to Remove Ineligible Dependents

In accordance with the policies for the Health Benefits Program (the Program) and the IRS regulation, when an employee fails to make a timely election to remove an ineligible dependent, the agency should request:

- an enrollment form to remove the ineligible dependent(s),
- supporting documentation, and
- a statement from the employee regarding the failure to remove the dependent(s) within the 60-day window.

The information and documentation should be forwarded to the Office of Health Benefits for review. OHB will:

- update the employee's health benefits record to remove the ineligible dependent(s) retroactive to the appropriate date,
- instruct the claims administrators to retract medical, behavior health and dental claims paid on the ineligible member(s),
- invoice the employee for any prescription drug claims paid since pharmacy claims are point-of-sale, and
- determine if the employee should be excluded from the Program for a period.

The IRS regulations do not allow a change in the pre-tax premium election outside of the enrollment window. The employee will be required to maintain the same membership level until the next Open Enrollment, or another qualifying mid-year event that is consistent with decreasing membership. The membership information will be updated in BES. **For the Cardinal agencies**, OHB will establish an unapproved "penalty" dependent on the employee's record to maintain the appropriate membership level. We will monitor this "penalty" dependent and update Cardinal when appropriate.

Correction to BA Memo #22-01

The telephone number for ordering communications materials from Kaiser Permanente is incorrect in BA Memo #22-01. The correct number is **301-789-5640**. It has been updated on the DHRM website and in the electronic version of the memo. We apologize for the error.

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov