



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

Benefits Administrator Memo #16-01

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: April 11, 2016
Re: Open Enrollment Communications and Materials

Open Enrollment Will Be May 1 – 23, 2016

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 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 beginning the week of April 18, 2016. DHRM also will send *Spotlight* electronically to all employees with emails in BES. See the link to Spotlight below for this year's Open Enrollment information.
- Also included in this year's mailing will be:
 - Individual flyers on COVA Care, COVA HealthAware, COVA HDHP and Kaiser Permanente HMO health plan options;
 - A Summary of Benefits and Coverage (SBC) for the employee's current plan, required by the Affordable Care Act (ACA);
 - A sheet with special health benefits notices, including 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 web site or request paper copies of the State's SBCs; and
 - The Children's Health Insurance Program Reauthorization Act of 2009 (CHIP) annual notice required by the Department of Labor.
 - **An Open Enrollment link** will be posted on the DHRM website the week of April 25.

- An **Open Enrollment PowerPoint video** has been developed for agency use with employee meetings and will be available on the Open Enrollment page the week of April 25.
- **COVA Care and COVA HealthAware Member Handbooks, and a 2015 COVA HDHP amendment**, are posted on the DHRM website. 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 later this week. 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 or www.covahealthaware.com.
- **Vendor employee materials** may be accessed electronically on the DHRM website with links to individual administrators: www.anthem.com/cova, www.covahealthaware.com and <http://my.kp.org/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. You will be receiving a supply of FSA Sourcebooks based on two percent of your agency’s FTE count in BES. After receiving your shipment, you may download materials from the Anthem website at www.anthem.com/cova or use the order form if you need more. The FSA Worksheet may be downloaded from the 2016 Open Enrollment page on the DHRM website and will be available soon on 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** are 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

Links To:

- [Spotlight](#)
- [EmployeeDirect flyer](#)
- [COVA Care](#), [COVA HDHP](#), [COVA HealthAware](#) and [Kaiser Permanente](#) flyers
- [Eligibility and Enrollment Form](#) for Employees
- [Flexible Spending Account Sourcebook](#)
- [FSA Worksheets](#)
- [Commonwealth of Virginia Materials Order Forms](#)
- [Important Health Benefits Notices](#)
- [CHIP Annual Notice](#)
- [Summary of Benefits and Coverage](#)