

Initial Enrollment Period

The Initial Enrollment Period for health care coverage and flexible reimbursement accounts occurs when you begin employment with the state (including being rehired 30 days or more after termination from state employment) or become newly eligible for state coverage. Your coverage is automatically waived until your enrollment request is approved. If you are rehired less than 30 days after termination from state employment, you continue your previous elections.

- Health Insurance Coverage:**
- You may enroll in a health plan available in your area. If you live or work in the HMO service area, you may elect to enroll in the HMO plan. HMO members are required to select a primary care physician.
 - You may enroll eligible family members.

Warning! There are serious consequences for adding ineligible family members. You may be financially responsible for their claims, you may pay a higher health insurance premium until the end of the plan year, and you may be excluded from health care coverage for up to three years.

- Health Flexible Spending Account:**
- You may enroll to cover eligible medical expenses for you and your qualifying family members.

- Dependent Care Flexible Spending Account:**
- You may enroll to cover eligible dependent care expenses.

Important Things To Know About Making An Initial Enrollment Request

1. **Who may make the request.** Classified employees and faculty members may request enrollment. Wage employees and adjunct faculty are not eligible. If adding dependents, you must provide documentation that they are eligible for the state health plan.
2. **How to submit the request.** Starting with the date you become eligible to enroll (hire date, newly-eligible date, rehire date), you have 30 calendar days to use EmployeeDirect, or complete a paper Enrollment Form and submit it to your agency's Benefits Administrator.
3. **When approved elections take effect.** Initial health insurance and flexible spending account elections received within the 30-day window are effective the first of the month following the date you become eligible to enroll. When that date is the first of the month, elections are effective that day. Initial elections are irrevocable once the effective date of the election has occurred.
4. **Where to learn more.** Visit www.dhrm.virginia.gov. The Employee Benefits link includes answers to frequently asked questions and helpful information about handling a life-changing event. For more details, contact your agency's Benefits Administrator.

Reminder: If you miss this opportunity to submit your initial enrollment request, your next chance will be at Open Enrollment or with a consistent Qualifying Mid-year Event, whichever comes first.