

HEALTH BENEFITS E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

May 5, 2020

Wrong Open Enrollment Form Sent to Non-Medicare Retirees

As explained in your Open Enrollment materials, a paper Enrollment Form was being mailed to all Non-Medicare Retiree Group Participants. These forms were being mailed this year as there was a concern that some participants might not have access to a form with COVID-19 restrictions in place. Unfortunately, we were notified that the mailing house inserted an active employee enrollment form in the mailing.

If you are contacted regarding this error, please offer the following alternatives:

- Use the fillable form that is available at www.dhrm.virginia.gov (click on *HR Policies* at the top of the page, then *Forms*, then *2020 Retiree and VSDP/LTD Enrollment Form*).
- If they are unable to use or print the fillable form, they may use the active form as follows:
 - On the top of the form, write “RETIREE”
 - Section 1:
Fill in Personal Information
 - Section 2:
Check Open Enrollment
 - Section 4:
Complete A and B to indicate Open Enrollment Election Changes
 - Section 5:
Ignore or cross through information regarding Flexible Spending Accounts
Print your name, provide ID or SSN, sign and date
 - Mail your form, postmarked no later than May 15, 2020, to:

If you are:	Mail your completed form to:
A VRS Retiree, Survivor or LTD Participant	Virginia Retirement System P.O. Box 2500 • Richmond, VA 23218-2500
All Other Retirees, Survivors, or LTD Participants (such as ORP or Local Retirees)	Your Pre-Retirement Agency Benefits Administrator

Completion of other sections is not necessary.

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