



## **Policy Directive 2022-08-03**

### **Title: State Employees Open Enrollment and CHIP Eligibility**

**Date: August 25, 2022**

**From: Erin Kelley, Senior Manager**

**Program(s) impacted: Family Medical Programs**

The purpose of this document is to provide direction to staff on handling applications received from State of Kansas employees during their open enrollment period whose child(ren) qualify for the CHIP program but are covered through the end of the year on the State Employee Health Plan (SEHP). This direction is effective upon release and has also been provided previously on an informal basis.

The month of October is open enrollment for all State of Kansas employees. State employees whose child(ren) are on their current SEHP insurance may apply during their open enrollment period and be approved for CHIP coverage beginning January 1<sup>st</sup> of the following year. As CHIP may not be received concurrently with other comprehensive health insurance and these child(ren) will remain enrolled in the SEHP through the end of the calendar year, specialized handling of these cases will be necessary. Staff will need to partially deny coverage from October through December due to other health insurance (OHI) and approve CHIP beginning January 1<sup>st</sup> of the following year based on the October application. Instructions on how to process these applications in KEES can be found in the KEES User Manual under State Employee Health & CHIP Eligibility.

Per [PC2018-12-01](#), current direction for State Employees who apply during their open enrollment period whose child(ren) are eligible for CHIP may enroll their children in the SEHP and if found eligible for CHIP, after their open enrollment period ends allowed to drop their SEHP coverage. State staff are advised to report the end-date of their other health insurance as the last day of the year on their applications based on this understanding. Staff should be alert to applicants reporting a state agency as their employer as well as non-state groups who also have access to the SEHP. A list of state agencies and participating non-state groups is included as an attachment to this directive.

**Note:** Non-state groups consist of certain public entities who choose to contract with the SEHP, such as cities, counties, and school districts.

If an SEHP member applies during their open enrollment period for their child(ren) but does not include an end-date for their reported other health insurance, it is considered best practice to attempt contact and clarify if they are applying with the intent to drop their other coverage once they are notified of their KanCare approval.

Because it will be impossible to authorize coverage for January prior to the end of open enrollment for state employees, it will be necessary to send a manual, specialized notice letting them know of their approval ahead of time to allow them to plan accordingly. Staff will delete the system-generated denial notice and send the CHIP-106 Pre-Approval & Partial Denial notice from the KDHE Standard Copy & Paste (SCP).

**Note:** These processes relate to CHIP eligible SEHP applicants only and not to any SEHP members who may be found Medicaid/PLN or M-CHIP eligible as those programs may be received concurrently with other health insurance.

For questions or concerns related to this document, please contact the KDHE Medical Policy Staff at [KDHE.MedicaidEligibilityPolicy@ks.gov](mailto:KDHE.MedicaidEligibilityPolicy@ks.gov).

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