



COMMONWEALTH OF VIRGINIA HEALTH BENEFITS

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT (DHRM)

Benefits Administrator Memo **#25-02**

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All Office of Health Benefits (OHB)
Date: May 15, 2025
Re: 2025 Open Enrollment Communications and Materials for Non-Medicare Retiree Group Participants

Open Enrollment will be May 16 – 30, 2025

The Annual Open Enrollment (OE) for non-Medicare Retiree Group Participants (Retirees, Survivors and Long-Term Disability Participants) for plan year beginning July 1, 2025, will take place from **May 16-30**. Any changes will be effective on **July 1, 2025 – June 30, 2026**. Letters were mailed to all non-Medicare retirees on May 1, 2025, directing them to access the OE notification on the DHRM [Open Enrollment 2025-26](#) webpage.

Non-Medicare Retiree Group Participants may enroll or make changes to their current plan and/or membership level by completing the fillable enrollment form that is available at the Department of Human Resource Management (DHRM) webpage. The DHRM [Open Enrollment 2025-26](#) webpage is available to find links to the non-Medicare retiree notification, Benefits at a Glance, Premiums, Summaries of Benefits and Coverage (SBC), Enrollment forms and Important Health Benefits notices.

Online enrollment will not be available for this population.

Using the Online Fillable Form

Non-Medicare Retiree Group Participants should follow the instructions included in their Open Enrollment Notification to complete the form and submit to their Benefits Administrator no later than 11:59 PM on May 30, 2025.

Enrollment Forms

Enrollment forms for Retiree Group Participants must be received by their Benefits Administrator or postmarked no later than May 30 to be accepted.

If you have employees who retire prior to or on July 1 and enroll in non-Medicare retiree coverage, please provide them with a copy of the Open Enrollment materials to assist with their transition. Also, explain that any election that they make prior to July 1 but after the Open Enrollment period will apply for July 1. (New retirees eligible for Medicare must select a Medicare-coordinating plan.)

Ordering and Accessing Materials

New materials order forms from each vendor are available at [BA Forms](#).

Materials for Anthem and CarelonRx are available through the [Commonwealth Materials Ordering Portal](#). The user ID and password used for each agency to order materials will be placed in the agency's HuRMan folder named Agency Orders Login dated May 15, 2025.

If you need access to HuRMan see [ITECH Web - Home Page](#) for more information.

Note: The non-Medicare retiree notification and the enrollment form are not available for ordering, they must be printed by the agency if copies are needed.