

EXCEPTION FORM

FOR OPEN ENROLLMENT ONLY

IC SUBMIT BY ONLINE UPLOAD

MUST BE RECEIVED IN DEI BY 12/31/2025

If a member did not log in to ESS during Open Enrollment and select the Open Enrollment tile, their request will be automatically denied. Only extenuating circumstances will be considered for approval (e.g., hospitalization for the duration of Open Enrollment). All other situations will result in an automatic denial.

Agency/Employer Name

Agency Insurance Coordinator/HR Contact

Today's Date:

PLANHOLDER'S PERSONAL INFORMATION

Name and mailing address	Telephone Number
	SSN or KHRIS Per Nr

REASON FOR OPEN ENROLLMENT EXCEPTION *(Must include the appropriate enrollment application or the exception request will not be reviewed)*

TO BE COMPLETED BY THE DEPARTMENT OF EMPLOYEE INSURANCE

Date Received:

Date of Decision:

Approved: ☐

Denied: ☐

Reason if denied: