

Hello:

The following message applies to all agency types and entails significant policy changes and training announcements.

POLICY CHANGES EFFECTIVE OCTOBER 1, 2008:

1. The BAS was designed with an automated policyholder cancellation feature that PEIA/RHBT has not activated. This feature will be activated on October 1, 2008.

The schedule below lists each event date associated with the premiums that have been billed through July 2, 2008:

Billing Dates*	MAR 2	MAR 3 - APR 6	APR 7 - MAY 4	MAY 5 - JUN 1	JUN 2 - JUL 2
Due Dates	APR 5	MAY 5	JUN 5	JUL 5	AUG 5
End of Grace Period	APR 20	MAY 20	JUN 20	JUL 20	AUG 20
Delinquency Notice (Both agency and policyholder will receive a letter advising of the cancellation of coverage in 15 days if premium is not paid.)	APR 21	MAY 21	JUN 21	JUL 21	AUG 21
End of 2nd Grace Period	MAY 5	JUN 5	JUL 5	AUG 5	SEP 5
Cancel Coverage (Both agency and policyholder will receive a letter advising of the cancellation of coverage.)	MAY 6	JUN 6	JUL 6	AUG 6	SEP 6

*BAS runs billing daily due to eligibility changes.

On October 1, if March, April, May, June and July premiums are not paid on a particular policyholder, their policy will be cancelled. (All policyholders susceptible to the first set of cancellations in October will be provided the same 15 days to correct the situation via an appeal of termination.)

The above schedule does not include any pre-March balances that are not paid. This policy will only be in effect for billings from March 2008 forward. Pre-March balances from the old system will be handled with a separate billing yet to come.

The policy does not include the remaining ARC balances.

You may review any of your outstanding balances on your Monthly Contributions screen.

2. PEIA/RHBT will begin enforcement of one check for payment of PEIA premiums and one check for RHBT premiums. Each respective check will be required to match the amount of the payment coupon. PEIA will permit exceptions to this rule in the event the check amount is more than the payment coupon and the agency provides adequate explanation for the difference so the check can be properly applied to the correct policyholder accounts. Failure to comply with this policy will result in the checks being returned to the agency.

Also, PEIA will no longer accept personal checks from policyholders on any type of leave of absence.

BAS TRAINING SESSIONS:

Web Enrollment, Billing and Payment Training

Employer Type	Location	Time	Date
State Agencies	Flatwoods, Days Hotel	9 a.m. to noon	Tuesday, September 2
Higher Education	Flatwoods, Days Hotel	1 to 4 p.m.	Tuesday, September 2
County Boards of Education	Flatwoods, Days Hotel	9 a.m. to noon	Wednesday, September 3
Non-State Agencies	Flatwoods, Days Hotel	1 to 4 p.m.	Wednesday, September 3
State Agencies	Charleston Civic Center Parlors A, B, and C	9 a.m. to noon	Thursday, September 4
Non-State Agencies	Charleston Civic Center Parlors A, B, and C	1 to 4 p.m.	Thursday, September 4
State Agencies	Charleston Capitol Complex Bldg. 7, Conf. Rm. C	1 to 4 p.m.	Friday, September 5
State Agencies	Morgantown, Ramada Inn	1 to 4 p.m.	Tuesday, September 9
Non-State Agencies	Morgantown, Ramada Inn	9 a.m. to noon	Wednesday, September 10
County Boards of Education	Morgantown, Ramada Inn	1 to 4 p.m.	Wednesday, September 10
County Boards of Education	Charleston Civic Center Parlors A, B, and C	9 a.m. to noon	Thursday, September 11
Non-State Agencies	Charleston Civic Center Parlors A, B, and C	1 to 4 p.m.	Thursday, September 11

So PEIA may obtain an idea of participation levels for each of the above training options, please follow these directions:

1. Email: barbara.e.randolph@wv.gov
2. Type in the subject line of your email the following information regarding your training preference:
Location/Date/Beginning time
Example: Flatwoods/September 2/9

The week of September 15, PEIA will hold Webinars for those who are unable or who choose not to attend the live training. The webinar schedule will be e-mailed as soon as it is complete.

