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June 2, 2003

TO: All Department Heads

FROM: Bob Awana
Chief of Staff

Georgina K. Kawamura
Director of Finance

SUBJECT: Closeout of the Hawaii Public Employees Health Fund

The Hawaii Public Employees Health Fund (PEHF) sunsets on June 30, 2003 and is replaced by the Hawaii Employer-Union Health Benefits Trust Fund (EUTF) pursuant to Act 88, Session Laws of Hawaii (SLH) 2001.

Please ensure that your respective Departmental Personnel and Fiscal Officers IMMEDIATELY process outstanding PEHF enrollment related transactions (new hires, terminations, coverage changes, etc.) and related payroll adjustment forms. Failure to do so may affect health benefit coverage for your employees and their dependents under benefit plans that terminate on June 30, 2003. PEHF Administrative Rules (Chapter 33, Hawaii Administrative Rules (HAR)) require submission of forms within 31 days of the event date. Therefore, enrollment related transactions will be accepted only through July 31, 2003. Transactions submitted after July 31, 2003 will be returned without action, as appropriate.

Adherence to these deadlines are critical and your continued support and assistance is required. We recognize that your cooperation is a key factor in successfully transitioning from the PEHF to the EUTF. Please have your staff contact the PEHF at 586-2117 if you have any questions on this matter.

c: Hawaii Public Employees Health Fund

admin/hf/eutf transition/all dept heads pehf 5-27-03 final