



State of Louisiana

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LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 02-011

February 15, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Office of Group Benefits Annual Enrollment 2002

The Annual Enrollment period for the Office of Group Benefits (OGB) is April 1st through April 30, 2002.

During Annual Enrollment, program participants will have the opportunity to transfer, change, or cancel coverage and begin or end participation in the Flexible Benefits Plan. Members must sign change documents between April 1-30, and the changes become effective July 1, 2002. Scantron forms will again be used for annual enrollment. Human Resources will distribute these forms to plan members as soon as they are received from Group Benefits.

The Office of Group Benefits will schedule meetings statewide during Annual Enrollment to explain the changes for the plan year 2002-2003. We will forward you the Annual Enrollment meeting schedule when it becomes available. Unless otherwise indicated, employees can attend any of the meetings, regardless of where they live or work. ***Members are strongly encouraged to attend to learn of any new options or changes to the plans.***

NOTE: Information on the Office of Group Benefits, including the Summary of Benefits, Newsletter, HMOs, PPO Directory, Life Insurance, Frequently Asked Questions (FAQ), etc., is available on their web site located at www.groupbenefits.org.

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