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**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
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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 1<sup>st</sup> 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](http://www.groupbenefits.org).

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