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## HUMAN RESOURCE MEMORANDUM NO. 02-023

April 2, 2002

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

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** Annual Enrollment 2002 Instructions/Updates  
Flexible Benefits Plan Changes

Annual Enrollment is the only time that most employees may join, withdraw or change their participation in the Flexible Benefits Plan (the plan that allows participants to deduct eligible insurance premiums and dependent care expenses on a pre-tax basis). In previous years, employees wishing to continue participation in the Flexible Benefits Program did not need to complete any forms. **This year, due to the implementation of administrative fees, everyone who wants to participate will be required to enroll during the annual enrollment period, April 1-30, 2002.**

Employees will also have the option of participating in a new flexible spending account for health costs not covered by insurance.

Please distribute the attached information to your employees regarding changes and enhancements to the Flexible Benefits Program. The Human Resources Office will soon distribute the appropriate enrollment forms to all offices of this department.

Attachment

**NOTE:** Information on the State Group Benefits Program, including the Summary of Benefits, Newsletter, HMOs, PPO Directory, Life Insurance, Frequently Asked Questions (FAQ), etc., is always available on their web site located at <http://www.groupbenefits.org/>.

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