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HUMAN RESOURCE MEMORANDUM NO. 02-033

April 15, 2002

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Annual Enrollment Updates:
1. Changes to EPO Plan B Baton Rouge Area
2. Flexible Benefits Plan Changes

1. Changes to EPO Plan in Baton Rouge Area

Please post and circulate the attached notice regarding changes to the Exclusive Provider Organization (EPO) Plan in Region 6 (the Baton Rouge area with zip codes beginning with 707 and 708).

2. Flexible Benefits Plan Changes

Human Resources Memorandum 02-023 announced changes to the Flexible Benefits Plan. We have received further information. ***There will be no administrative fee for the Flexible Benefits Plan Premium Conversion.*** Premium Conversion allows members to deduct eligible insurance premiums on a pre-tax basis. Like previous years, employees already in Premium Conversion are not required to re-enroll.

Employees participating in Premium Conversion who want to stop their participation, must complete an Enrollment/Stop Form. Those not participating can join Premium Conversion during Annual Enrollment.

The administrative fee still applies for participation in the Dependent Care Flexible Spending Account (FSA) and the Health Care FSA. The fee is \$4.00 per month per FSA.

Attachment

Please Post and Circulate