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

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HUMAN RESOURCES MEMORANDUM NO. 03-035

March 28, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Insurance Annual Enrollment 2003 Instructions

During Annual Enrollment, program participants 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, 2003. Scantron forms will again be used for annual enrollment.

Please distribute the attached Scantron forms to the appropriate employees in your office. The forms have been placed in sealed envelopes for confidentiality. All forms should be signed, dated and returned to our office by April 30, 2003. *Changes made during Annual Enrollment become effective 7/1/03.* If a change in the *level of coverage* is desired, you must also complete an enrollment/change form (GB-01) and attach it to the Scantron form. **Plan members who do not complete an Annual Enrollment Scantron will be defaulted to the PPO plan.**

Also enclosed are the Employee Flexible Benefits Eligibility Reports for distribution to employees in your office. The reports include employees who are both enrolled and not enrolled in the Flexible Benefits Plan.

If there are any questions, please contact the Human Resources Office at (225) 342-0880.

Enclosures

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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