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DEPARTMENT OF CULTURE, RECREATION & TOURISM
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HUMAN RESOURCES MEMORANDUM NO. 03-026

March 14, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Annual Enrollment 2003/Schedule of Meetings

The Annual Enrollment period for the Office of Group Benefits is April 1st through April 30th, 2003.

The Office of Group Benefits has scheduled meetings statewide during Annual Enrollment to explain the changes for the plan year 2003-2004. A complete Annual Enrollment meeting schedule is attached. Unless otherwise indicated, employees can attend any of the meetings, regardless of where they live or work.

During Annual Enrollment, program participants have the opportunity to transfer, change, or cancel coverage and begin or end participation in the Flexible Benefits Plan. Scantron forms will again be used to make changes. Human Resources will distribute the Scantron forms to all DCRT offices before Annual Enrollment begins. Members must sign change documents between April 1-30, and the changes become effective July 1, 2003.

Employees who do not complete an Annual Enrollment Scantron Form will be defaulted to the Office of Group Benefits Preferred Provider Organization (PPO) Plan.

Attachments

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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