



MITCHELL J. LANDRIEU  
LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS  
SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 04-019

March 26, 2004

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

**FROM:** Matthew A. Jones  
Undersecretary

**SUBJECT: Office of Group Benefits (OGB) Annual Enrollment in April**

The Annual Enrollment period for the Office of Group Benefits (OGB) is April 1-30, 2004. During this period, plan members have the opportunity to transfer, change, or cancel insurance coverage and to begin or end participation in the Flexible Benefits Plan.

OGB has scheduled statewide meetings during this period to explain the changes for plan year 2004-05. Employees who are current members and those interested in becoming members, are encouraged to attend one of the scheduled meetings posted on Channel Z and the OGB web site at [www.groupbenefits.org](http://www.groupbenefits.org). Unless otherwise indicated, employees can attend any of the meetings, regardless of where they live or work. Also posted on the OGB web site are the new rates, plan providers, and other helpful information.

Personalized Scantron forms will be mailed to all plan members. Members who have not received a personalized form by April 1<sup>st</sup> should contact the Human Resources Office immediately. Those who do not wish to make a change do not need to return this form. Those wishing to make a change must complete the form and return it to the Human Resources Office no later than May 5, 2004.

Participants in the Dependent Care Flexible Spending Account and the Health Care Flexible Spending Account will be required to re-enroll during Annual Enrollment. The Health Care Flexible Spending Account annual maximum has been increased to \$5,000.

The attached document titled "Some of the Benefits of Working in Louisiana State Government" has been updated with the new health insurance rates for plan year 2004-05. Please call the Human Resources Office at (225) 342-0880 if you have any questions.

Attachment

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