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## HUMAN RESOURCES MEMORANDUM NO. 2016-008

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

**FROM:** Rikki Nicole David, SPHR, IPMA-CP, SHRM-SCP   
Human Resources Director

**SUBJECT:** Revised OGB Enrollment/Change Form (GB-01)

**DATE:** February 2, 2016

The Office of Group Benefits (OGB) has released the revised Enrollment/Change Form (GB-01) for agency use. Agencies should begin using the GB-01 for employees who are eligible for health insurance coverage. Complete as follows:

- Section 1 – Employee Information
- Section 2 – Check level of coverage – Employee only, Employee + Child(ren), etc. and list dependents that will be enrolled in health and/or life insurance.
- Section 3 – Complete the first section only - Active Employees and Non-Medicare Retirees. Active Employees with OLG and DCRT can only enroll in the Magnolia, Pelican and Vantage Health Plans.
- Section 4 – Notice that there are two parts to this section.
  - Life Insurance – Check Decline Life Insurance Coverage or check plan to enroll in.
  - OGB Flexible Benefits – Check box that applies.
- Section 5 – Acknowledge Offer and Decline Health Insurance Coverage - If an employee chooses not to enroll in health insurance, they must complete this section.
- Section 6 – Authorization - Employee should read, then sign and date.

For Agency Use Only – Contact Human Resources (HR) if an employee experiences a Life Event that could impact their health insurance.

OGB requires employees to provide documents such as birth certificates and marriage certificates to prove dependent eligibility. OGB is now also requiring copies of dependents' social security cards. These documents should accompany the GB-01 when sent to HR.

This form can be found on Channel Z and is also attached for your convenience. Please begin using the revised version and discard any old versions currently saved/printed of the GB-01 form. Should you have any questions, please call Marilyn Joseph at (225) 342-0880.

**Please Post and Circulate**