



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
Toll Free (866) 355-7902
FAX (850) 488-8944
Toll Free FAX (866) 355-7906

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Jerry Hill
State Attorney
Nancy Daniels
Public Defender

MEMORANDUM #006---13HR

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Deadline for Property Schedule Updates for FY2013-14

As you know, the end of the fiscal year is fast approaching. In order to provide the best service possible, Risk Management is recommending that changes or updates to your property schedule for insurance coverage be submitted to their office no later than **May 15, 2013**.

If you need to update your *property locations*, the Property Section of Risk Management asks that all coverage requests be completed online. Accordingly, I have included the link <https://apps.fldfs.com/RiskManagement/CoverageRequest.aspx> for the online version of the Coverage Request Form. You are asked to complete the form but please **do not submit the request**. Instead, once you complete the form, please send your completed form to Andy Snuggs at Andy.Snuggs@justiceadmin.org. Upon receipt, Andy will bundle the forms in to one form and submit it to Risk Management. To meet the deadline requested by Risk Management, please have your updates sent to Andy by the close of business on **May 10, 2013**.

If you only need to update the *current content amounts* for your properties, then please use your Property Schedule to make the necessary updates. Please let us know if you need us to send you a copy of your current Property Schedule to assist with your updates. Forward these updates to us as well and we will forward them on to Risk Management.

Once your information has been submitted to Risk Management, they will provide us with a copy of the updated Property Schedule, which we will then forward to the appropriate circuit/agency. Upon receipt of your updated Property Schedule, please review it as soon as possible, so that any errors can be corrected prior to your

premiums being calculated for the upcoming fiscal year. Any changes received by Risk Management after May 15, 2013 will be processed after July 1, 2013.

If you have any questions, please contact Andy Snuggs at 850.488.2415, ext. 291, or at Andy.Snuggs@justiceadmin.org.

Thank you.