

May 4, 2011

MEMORANDUM NO: 011-32HR

TO: Agency Administrators

FROM: Bobbie Chappell

VIA: Rip Colvin, Executive Director

RE: 2011 Open Enrollment Dates for the 2012 Plan Year

Please note the dates for this year's Open Enrollment period:

Event	Dates	Comments
OE Kickoff Meeting	August 30, 2011	JAC will host a WebEx training
Last Day to Update Mailing Address	September 8, 2011	Employee's will need to do this in People First
People First Snapshot	September 9, 2011	Addresses must be correct in People First
Mail OE Packets to Employee Home Address	Week of September 12, 2011	
OE Election Period	September 26th - October 21st	Ends at 6:00 p.m. EST; Employee will need to enter changes in People First
Benefit Fairs	September 26th - October 14th	Schedule
Correction Period	October 24th - November 4th	Participants must call the People First Service Center to make corrections by 6:00 p.m. EST

Please continue to remind your employees to keep their addresses current in People First. People First sends all correspondence, including Open Enrollment Packets, to the address listed in the system. If employees have incorrect addresses in People First and don't receive their packets, they will not be able to use "non-receipt" as a qualifying event to make elections outside of Open Enrollment.

Thank you for your assistance in ensuring that your employees are informed about these important Open Enrollment issues.

Bobbie Chappell, Director of Human Resources
Justice Administrative Commission
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301

Phone: (850) 488-2415 Ext. 249
Fax: (850) 922-9445

Benefit Fair Schedule for the 2012 Plan Year

Fairs are open from 9 a.m. to 4 p.m. local time unless otherwise indicated.
 Some sites have security desks and you must have a photo ID to enter.

TALLAHASSEE			
Monday	September 26	Tallahassee	Betty Easley, 4075 Esplanade Way
Tuesday	September 27 10 a.m. to 2 p.m.	Tallahassee	Florida State University, Oglesby Union Ballroom
Wednesday	September 28 10 a.m. to 2 p.m.	Tallahassee	Florida A&M University, Jake Gaither Athletic Complex, 1835 Wahnish Way
Friday	September 30	Tallahassee	Tallahassee Leon County Civic Center, 505 West Pensacola Street
WEST FLORIDA			
Monday	September 26	Pensacola	Pensacola Civic Center, 201 East Gregory Street @ I-110
Tuesday	September 27 10 a.m. to 3 p.m.	Pensacola	University of West Florida, 11000 University Parkway, Building 22
SOUTH FLORIDA			
Monday	October 3	Miami	Florida International University South, Graham Center, 11200 Southwest 8th Street
Tuesday	October 4	Boca Raton	Florida Atlantic University, Live Oak Pavilion, 777 Glades Road East of I-95
Wednesday	October 5	Ft. Lauderdale	Sheraton Ft. Lauderdale Airport, off I-95 on Griffin Road
CENTRAL FLORIDA / EAST COAST			
Wednesday	October 5	Orlando	Hurston Building, South Tower, 400 West Robinson Street @ I-4
Thursday	October 6	Daytona Beach	Volusia County Health Department, 1845 Holsonback Drive off Bill France Boulevard
Friday	October 7 Ends at 2 p.m.	Orlando	University of Central Florida, Pegasus Ballroom, 12775 Pegasus Circle
GAINESVILLE			
Thursday	October 6	Gainesville	Tacachale, Agency for Persons with Disabilities, 1621 Northeast Waldo Road
Friday	October 7	Gainesville	University of Florida, Touchdown Terrace/Stadium
JACKSONVILLE AREA			
Monday	October 10	Jacksonville	Department of Children & Families, 5920 Arlington Expressway
Tuesday	October 11	Jacksonville	Department of Health, 1217 Pearl Street off I-95
Wednesday	October 12	Macclenny	Northeast Florida State Hospital, 7487 South State Road 121
TAMPA BAY AREA / WEST COAST			
Monday	October 10	Tampa	Department of Children & Families, 9393 North Florida Ave @ I-275 & Busch Boulevard
Tuesday	October 11	Tampa	USF, Marshall Student Center Ballroom, 4202 E. Fowler Avenue, MSC 2100
Wednesday	October 12 Ends at 3 p.m.	St. Petersburg	University of South Florida, Harbor Hall (formerly Dali Museum) 1000 3rd Street South
Thursday	October 13	Sarasota	New College of Florida, Harry Sudakoff Center, 5845 General Dougher Place
TALLAHASSEE			
Friday	October 14	Tallahassee	Department of Revenue, 2450 Shumard Oak Boulevard, Building 1, Room 1820