



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #013---13HR**

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Life Insurance of North America (LINA) Open Enrollment and Policy Changes

DATE: June 7, 2013

Beginning June 3, 2013 and running through July 31, 2013, employees will have the opportunity to enroll in the following program offered by Life Insurance of North America (formerly underwritten by Alta) through the convenience of payroll deduction:

**Group Term Life Insurance - Deduction Code 0262**

All active full-time employees are eligible to participate. Insurance is also available for your spouse and unmarried dependent children. Your coverage is guaranteed issue and based on your current age, salary and 100% bonus feature. Your spouse is automatically covered for \$10,000 and dependent children for \$5,000 at no additional cost to you.

Click on the following link to obtain more information on the plan and enrollment instructions. [2013 LINA \(Alta\) GTL Open Enrollment Brochure & Application](#).

Mail or fax your enrollment forms to: HR Department, 227 North Bronough Street, Ste. 2100, Tallahassee, FL 32301 or (850) 413-0009.

You may view the packet from the links above. Contact your local representative or Capital's Home Office at 1-800-780-3100 if you have any questions. If you need further assistance, please call Gina Lowell in HR at (850) 413-0008 or at (855) 616-2521 or via email at [posttaxbenefits@justiceadmin.org](mailto:posttaxbenefits@justiceadmin.org).

If you are currently participating in the program, you do not need to re-enroll. Your coverage will continue automatically.

**\*Current participants please note that there have been a few changes to this plan to ensure its financial soundness at no extra charge to you:**

- . 100% bonus to be added to the Basic Coverage**
- . \$10,000 life insurance protection on your spouse**

Please note that these benefits are not administered by People First and they are separate from the state-sponsored open enrollment period. Please direct all questions and submit enrollment forms as indicated above, not to the People First Service Center.

Thank you.

