



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 #015---13HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Hartford Group Term Life Insurance Open Enrollment

DATE: June 7, 2013

Beginning June 3, 2013 and running through July 31, 2013, employees will have the opportunity to enroll in Hartford Group Term Life Insurance. This plan, offered on a voluntary basis through payroll deduction, is supplemental life insurance. All active full-time employees are eligible to participate. Insurance is also available for your spouse and unmarried dependent children. Employees can purchase supplemental life insurance in increments of \$10,000 for themselves. This plan offers \$80,000 guaranteed issue for the employee and \$30,000 guaranteed issue for the spouse without answering medical questions. During this enrollment, employees may also increase their existing coverage.

You may access enrollment information using the following link: [2013 Hartford Group Term Life Insurance Open Enrollment Brochure & Application](#). To apply, complete and return the Enrollment Form and Simplified Medical Underwriting Form to the address below by close of business, **July 31, 2013**:

Capital Insurance Agency
Attn: Bonnie Cook
P.O. Box 15949
Tallahassee, FL 32317-5949

Employees currently enrolled under code 0208 on their *Employee Earnings Statement* do not need to re-enroll. Your coverage will continue automatically.

If you have further questions or concerns regarding the plan, please contact Gina Lowell, Post-Tax Plan Administrator, by phone at (855) 616-2521 or email at

posttaxbenefits@justiceadmin.org. You may also contact Capital Insurance Agency at 1-800-780-3100 for further assistance.

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.