



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM #020--14HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Long Term Disability Insurance – Open Enrollment

DATE: August 29, 2014

Open Enrollment for [LINA Long Term Disability Insurance](#) is September 2 through October 31, 2014.

The LINA Long Term Disability Plan (formerly ALTA) is designed to help replace your income in the event you are disabled and unable to work due to a sickness, with a benefit up to 2 years or accident up to 5 years.

All eligible employees may use this opportunity to enroll in the program. The enrollment period may also be used to change your waiting period or to adjust coverage based on your current salary. Employees classified as SMS/SES may want to consider lengthening their waiting period due to the short-term disability coverage provided by the state for such employees.

You may access additional enrollment information using the following link provided for your convenience. [LINA Long Term Disability Brochure & Application](#)

If you would like to enroll, please forward your completed application to:

Capital Insurance Agency, Inc.
P.O. Box 15949
Tallahassee, Florida 32317-5949
Or fax to 1-850-386-7116

If you would like to enroll online now, please complete the [Online Application](#).

If you are currently participating in this program (deduction code 300) you do not need to re-enroll. Your coverage will continue automatically.

Important note for current participants: the LTD rates are age banded; therefore, premiums will change for employees who have upgraded to a different age group. This change will automatically occur for the pay warrant dated December 31, 2014.

If you have any questions regarding the plan benefits or enhancements, please contact Capital Insurance at 1-800-780-3100 or visit their website at www.capitalins.com to find your local representative for assistance.

Thank you.