

March 23, 2011

MEMORANDUM NO: 022-11HR

**TO: Agency Administrators**

**FROM: Bobbie Chappell**

**VIA: Rip Colvin, Executive Director**

**RE: SSN Requirement for State Group Health Insurance Plans**

We are required to have accurate Social Security Numbers (SSNs) on file for all covered health plan members (see Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 and Chapter 60P-2.002 (2)(a)(b), Florida Administrative Code). The Federal Government can fine the State of Florida and our contracted health insurance carriers for failure to comply.

In August, and again during open enrollment, we asked you to verify and correct your SSN and the SSNs of your covered dependents\*, if any. If you did, thanks for your quick action! If you did not, please log in to [People First](#) and complete the steps below by April 22, 2011, to ensure your health insurance coverage continues without interruption.

**Verify your SSN is correct:**

1. Click the *Employee Information* link at the top.
2. Click *Personal Information*.
3. From the list, select *Personal Info*.
4. Be sure your SSN is correct.
  - a. **If it is correct, great! You don't need to do anything.**
  - b. If it is **not** correct, you will need to submit a copy of your Social Security Card, with a New W4, to your Personal Office immediately.

**Verify your covered dependents'\* SSNs are correct:**

1. Click the *Health & Insurance* link at the top.
2. Click *Your Dependents' Information*.
3. Select one of your covered dependents\* in the list.
4. Click the *Update Dependent* button.
  - a. If the SSN is correct, click *Cancel* to return to the previous screen.
  - b. If the SSN is **not** correct, click *Edit* and enter the correct number and save.
5. Repeat for each covered dependent\*.

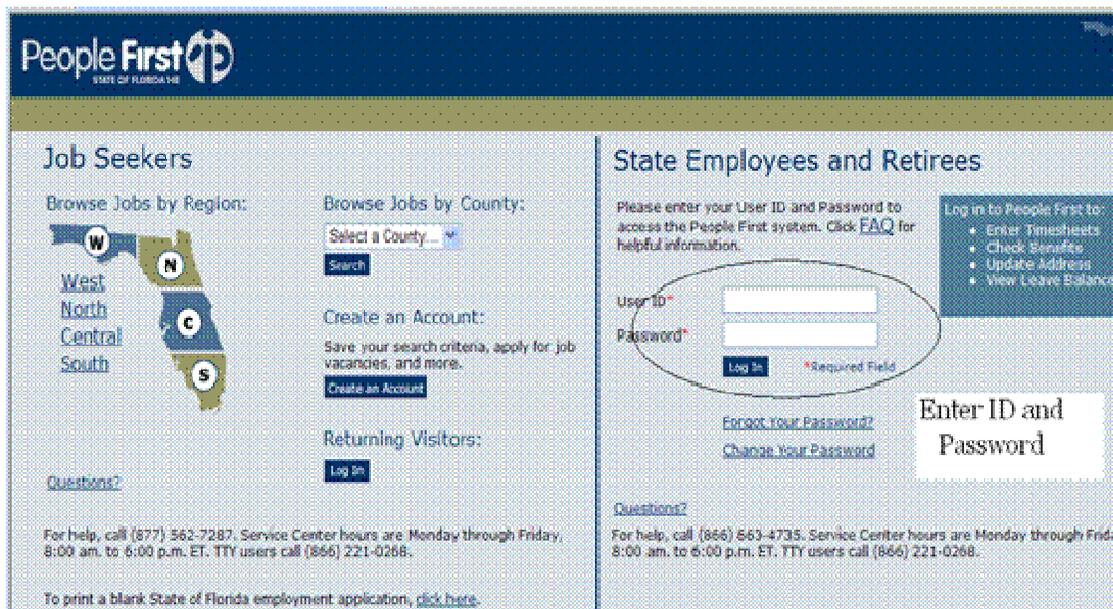
If the employee is not eligible for an SSN, or are in the process of obtaining one, please have the employee call People First at (866) 663-4735 so your their record can be notated. The employee may be asked to supply a Visa number or another government-issued identification number.

Covered dependents are the employee's eligible dependents who are currently enrolled under their plan. In People First, the Dependent Information screen shows a list of dependents who were either previously covered or are now covered under the employee's current plan(s).

If you have a new hire, or an employee that has never logged into People First, the temporary password is Pf (uppercase P, lowercase f) plus the employee's two digit birth month, two digit birth day, and the last two digits of the employee's birth year. For example if the employee was born on March 5, 1972, the password would be Pf030572.

- The employee will need to choose three security questions and answers and change their password. Instructions and password guidelines are on the People First Website.

Go to the secure People First Website at <https://PeopleFirst.MyFlorida.com>.



If an employee needs additional help logging into the People First System, they will need to contact People First at 866-663-4735.

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