



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM #023-14HR

TO: Agency Administrators
FROM: Carolyn Horwich, J.D., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: Open Enrollment
DATE: September 10, 2014

The Department of Management Services has provided the attached information regarding Open Enrollment.

If you have any questions, please contact our Benefits@justiceadmin.org.

Thank you.



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

state group
insurance
We serve those who serve Florida

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Rick Scott, Governor

Craig J. Nichols, Agency Secretary

Management Advisory #14-004

DATE: September 8, 2014

TO: All Employees

FROM: Suzetta Furlong, Chief of Operations

SUBJECT: Open Enrollment

Open Enrollment packets will be mailed mid-October to all employees eligible to participate in the State Group Insurance Program. To receive your packet timely, please complete your address verification in People First before October 3.

The Benefit Fair Schedule is on page 2. Check with your supervisor about visiting a benefit fair to talk with representatives from State Group Insurance, People First and the insurance companies in our program. Fairs are open from 9 a.m. to 4 p.m. local time unless otherwise indicated. Some sites require paid parking and photo identification.

Starting October 6, visit myflorida.com/mybenefits for plan year 2015 information.

Open Enrollment begins at 8 a.m. October 20 and ends promptly at 6 p.m. on November 7, 2014 (all times Eastern). Remember, you can make changes to your elections during Open Enrollment as many times as you want. Once Open Enrollment ends, an appropriate qualifying event is required to make a change during the plan year.

Payroll deductions will begin in December for coverage effective January 1, 2015.

Benefit Fair Schedule for the 2015 Plan Year

Fairs are open from 9 a.m. to 4 p.m. local time unless otherwise indicated. Some sites require paid parking and photo identification.

CENTRAL FLORIDA / EAST COAST			
Friday	October 3	Orlando	University of Central Florida, Student Union, Pegasus Ballroom, 12775 Pegasus Drive (ends at 2 p.m.)
Monday	October 20	Daytona Beach	Volusia County Health Department, 1845 Holsonback Drive (off Bill France Blvd.)
Tuesday	October 21	Orlando	Crowne Plaza Orlando Downtown, 304 W. Colonial Drive
TALLAHASSEE			
Monday	October 20	Tallahassee	The Betty Easley Center, 4075 Esplanade Way
Tuesday	October 21	Tallahassee	Florida State University, Oglesby Union Ballroom, 75 N Woodward Ave. (10 a.m. to 2 p.m.)
Wednesday	October 22	Tallahassee	Donald L. Tucker (Tallahassee) Civic Center, 505 W. Pensacola St.
Thursday	October 23	Tallahassee	Department of Revenue, 2450 Shumard Oak Blvd., Building 1, Room 1820
Friday	October 24	Tallahassee	Florida A&M University, Jake Gaither Athletic Complex, 1835 Wahnish Way (10 a.m. to 2 p.m.)
SOUTH FLORIDA			
Wednesday	October 22	Miami	Florida International University (S), Graham Center, 11200 SW 8th St.
Thursday	October 23	Boca Raton	Florida Atlantic University, Live Oak Pavilion, 777 Glades Road, (east of I-95)
Friday	October 24	Ft. Lauderdale	North Broward Regional Service Center, 1400 W. Commercial Blvd., Room 195
WEST FLORIDA			
Monday	October 27	Pensacola	Pensacola Bay Center, 201 E. Gregory St.
Tuesday	October 28	Pensacola	University of West Florida, 11000 University Parkway, Building 22 (10 a.m. to 3 p.m.)
TAMPA BAY AREA / WEST COAST			
Monday	October 27	Tampa	Department of Children and Families, 9393 N. Florida Ave. (at I-275 and Busch Blvd.)
Tuesday	October 28	Tampa	USF Tampa, Marshall Student Center Ballroom, 4202 E. Fowler Ave., MSC 2100
Wednesday	October 29	St. Petersburg	USF St Petersburg, University Student Center, 200 6th Ave., South (ends at 3 p.m.)
Thursday	October 30	Ft. Myers	Fort Myers Regional Service Center, 2295 Victoria Ave.
Friday	October 31	Sarasota	USF Sarasota-Manatee, Selby Auditorium, 8350 N. Tamiami Trail
GAINESVILLE			
Wednesday	October 29	Gainesville	University of Florida, Touchdown Terrace, 157 Gale Lemerand Drive (ends at 3 p.m.)
Thursday	October 30	Gainesville	Tacachale, Agency for Persons with Disabilities, 1621 NE Waldo Road
JACKSONVILLE AREA			
Monday	November 3	Jacksonville	Department of Children and Families, 5920 Arlington Expressway
Tuesday	November 4	Jacksonville	Department of Health, 1217 N. Pearl St., (off I-95)
Wednesday	November 5	Macclenny	John J. Crews Activity Center, 7487 S. State Road 121