



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM 024-19HR**

**TO:** Agency Administrators  
**FROM:** Carolyn Horwich, Esq., Director of Human Resources  
**THROUGH:** Rip Colvin, Executive Director  
**SUBJECT:** State Group Disability Income Plan Summary  
**DATE:** July 23, 2019

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Below is a summary of the State Group Disability Income Plan prepared for your convenience. The complete packet of information, including instructions and claim forms, can be found at [https://www.mybenefits.myflorida.com/health/sms\\_ses\\_disability](https://www.mybenefits.myflorida.com/health/sms_ses_disability).

**ELIGIBILITY:**

All State Attorneys, Public Defenders, Assistant State Attorneys, Assistant Public Defenders and employees in a designated position are eligible for the State Group Disability Income Plan. In order to qualify for this benefit the employee must be deemed totally disabled by a physician.

**BENEFIT:**

- The plan will pay 65% of the employee’s salary up to a maximum of 364 days.
- The “first benefit day” is the latter of:
  1. The 31st day of continuous Total Disability (unable to work); or
  2. The date following the day that an employee exhausts all accumulated leave credits, including leave accrued on the employee’s anniversary date.

**PROCESS:**

Step ONE: The Judicial-Related Office’s Human Resources (“JRO HR”) needs to send a Personnel Action Request (“PAR”) to JAC Payroll stating when the employee begins Leave With Pay, and another PAR for when the employee begins Leave Without Pay. (This is the only way JAC can document when the first day the disability starts and when the employee has exhausted all leave.)

Step TWO: The JRO HR needs to completely fill out Part A of the Disability Form.

Step THREE: The employee’s physician needs to completely fill out Part B of the Disability Form.

Step FOUR: The employee sends the completed form to the People First Service Center.

- To submit online , the employee should log in to their People First account at <https://PeopleFirst.myflorida.com>, select the "Submit" icon in the top right corner and follow the steps to send the completed form to the People First Service Center, or
- To submit by mail, the employee should mail the form to:  
People First Service Center  
PO Box 6830  
Tallahassee, FL 32314

Step FIVE: The People First Service Center will contact the employee indicating whether the application has been approved, denied or if additional information is needed. If the employee would like to know the status of their application, please direct them to contact the service center at 1-866-663-4735.

**IMPORTANT REMINDERS:**

- ★ It is critical that the claim form is submitted to People First within 90 days of the employee becoming disabled. Even if the employee has not exhausted all their leave, please submit the claim form.
- ★ Parts A & B of the claim form need to be resubmitted every 60 days of the employee's disability.