



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
FAX (850) 488-8944

www.justiceadmin.org

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State Attorney
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Public Defender
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State Attorney
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Public Defender

MEMORANDUM #25-16HR

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Hartford Group Term Life Insurance – Enrollment Period

DATE: July 20, 2016

**Hartford Group Term Life Insurance
ENROLLMENT PERIOD
August 1 – August 31, 2016**

Beginning **August 1 through August 31, 2016**, all eligible employees will receive an opportunity to enroll in the Hartford Group Term Life Insurance.

Please take a moment to review the following link to learn more about the program: [2016 Hartford Voluntary Group Term Life Insurance](#). You may apply by completing the enrollment forms included in the link provided. Enrollment forms must be submitted by the close of business, **August 31, 2016**.

Please note that the dates comprise an "enrollment period" rather than "open enrollment" since this is not a guaranteed issue.

Additionally, employees are directed to leave Section 1 (Employer Details) on the personal Health application, blank. Employees then submit the entire enrollment form to Capital Insurance Agency. Thereafter, Capital Insurance Agency will send the enrollment form to JAC's post-tax deduction benefits coordinator (Emily Reker) for her to complete Section 1 of the personal Health application.

OPS employees are not eligible.

Completed enrollment forms should be sent to:

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

or by Fax: 850-701-2028

Employees currently enrolled under code 0208 on their *Employee Earnings Statement* do not need to re-enroll. Their coverage will continue automatically. The premiums are age rated and subject to change on the renewal anniversary if the employee has aged into another age band.

If you have further questions or concerns regarding the plan, please contact Capital Insurance Agency at (800) 780-3100.

Thank you.