



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
Toll Free (866) 355-7902
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Jerry Hill
State Attorney
Nancy Daniels
Public Defender

MEMORANDUM #026-13HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Open Enrollment

DATE: September 5, 2013

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.



4050 Esplanade Way, Suite 215
Tallahassee, Florida 32399-0950
Tel: 850.921.4600 | Fax: 850. 488.0252

Rick Scott, Governor

Craig J. Nichols, Agency Secretary

MANAGEMENT ADVISORY #13-006

DATE: September 4, 2013
TO: All Employees
FROM: Suzetta Furlong, Chief
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 4.

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 have security desks and photo identification is required to enter.

Starting October 14, visit myflorida.com/mybenefits for plan year 2014 information.

Open Enrollment begins at 8 a.m. October 21 and ends promptly at 6 p.m. on November 8, 2013 (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, 2014.

Benefit Fair Schedule for the 2014 Plan Year

Fairs are open from 9 a.m. to 4 p.m. local time unless otherwise indicated. Some sites have security desks and photo identification is required to enter.

CENTRAL FLORIDA / EAST COAST			
Friday	October 4	Orlando	University of Central Florida, Student Union Ballroom, 12775 Pegasus Drive (ends at 2 p.m.)
Monday	October 21	Daytona Beach	Volusia County Health Department, 1845 Holsonback Drive off Bill France Boulevard
Tuesday	October 22	Orlando	Crowne Plaza Orlando Downtown, 304 West Colonial Drive
TALLAHASSEE			
Monday	October 21	Tallahassee	The Betty Easley Center, 4075 Esplanade Way
Tuesday	October 22	Tallahassee	Florida State University, Oglesby Union Ballroom, 75 N Woodward Avenue (10 a.m. to 2 p.m.)
Wednesday	October 23	Tallahassee	Tallahassee-Leon County Civic Center, 505 West Pensacola Street
Thursday	October 24	Tallahassee	Department of Revenue, 2450 Shumard Oak Boulevard, Building 1, Room 1820
Friday	October 25	Tallahassee	Florida A&M University, Jake Gaither Athletic Complex, 1835 Wahnish Way (10 a.m. to 2 p.m.)
SOUTH FLORIDA			
Wednesday	October 23	Boca Raton	Florida Atlantic University, Live Oak Pavilion, 777 Glades Road, east of I-95
Thursday	October 24	Miami	Florida International University (S), Graham Center, 11200 Southwest 8th Street
Friday	October 25	Ft. Lauderdale	North Broward Regional Service Center, 1400 West Commercial Boulevard, Room 195
WEST FLORIDA			
Monday	October 28	Pensacola	Pensacola Civic Center, 201 East Gregory Street
Tuesday	October 29	Pensacola	University of West Florida, 11000 University Parkway, Bldg 22 (10 a.m. to 3 p.m.)
TAMPA BAY AREA / WEST COAST			
Monday	October 28	Tampa	Department of Children & Families, 9393 N Florida Avenue at I-275 and Busch Boulevard
Tuesday	October 29	Tampa	USF, Marshall Student Center Ballroom, 4202 East Fowler Avenue, MSC 2100
Wednesday	October 30	St. Petersburg	USF St Petersburg, Harbor Hall, 1000 3rd Street South (ends at 3 p.m.)
Thursday	October 31	Ft. Myers	Fort Myers Regional Service Center, 2295 Victoria Avenue
Friday	November 1	Sarasota	USF Sarasota-Manatee, Selby Auditorium, 8350 North Tamiami Trail
GAINESVILLE			
Wednesday	October 30	Gainesville	University of Florida, Touchdown Terrace, 157 Gale Lemerand Drive (ends at 3 p.m.)
Thursday	October 31	Gainesville	Tacachale, Agency for Persons with Disabilities, 1621 Northeast Waldo Road
JACKSONVILLE AREA			
Monday	November 4	Jacksonville	Department of Children & Families, 5920 Arlington Expressway
Tuesday	November 5	Jacksonville	Department of Health, 1217 North Pearl Street, off I-95
Wednesday	November 6	Macclenny	John J. Crews Activity Center, 7487 South State Road 121