MEMORANDUM 031-19HR

TO: Agency Administrators
FROM: Carolyn Horwich, Esq., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: Life Insurance of North America
DATE: August 28, 2019

CIGNA Disability Income Protection

Annual Awareness Period
September 3 – November 1, 2019

This is the time to enroll or make changes to the payroll deducted plan offered to all active full-time employees in participating agencies.

Disability Income Protection - Deduction Code 0300

CIGNA can help protect your income in the event you are unable to work due to a covered accident or sickness. Coverage is based on the insured’s salary and the group they have selected.

The following benefits have been added at no additional cost to you:

- Social Security Advocacy
- Identity Theft Program
- Survivor Benefits
- Will Preparation
Please take a moment to review the benefit highlights: Monthly | CIGNA Disability Income Protection Plan or Bi-Weekly | CIGNA Disability Income Protection Plan. After viewing the brochure, select Enroll Now to begin the online application.

You may also mail or fax Enrollment Forms to:

Capital Insurance Agency, Inc.
P.O. Box 15949
Tallahassee, Florida 32317
Attn: Group Benefits Department
Fax: (850) 386-7116

If you have any questions regarding the plan, contact your local Representative or Capital Insurance Agency’s Home Office at 1-800-780-3100.

* If you are currently participating in the program, the plan will continue automatically. You do not need to re-enroll.

* Please note that these benefits are post-tax and are separate from the state sponsored pre-tax open enrollment period. Please direct all questions and submit Enrollment Forms as indicated above and not to the People First Service Center.