

August 15, 2011

MEMORANDUM #066-11HR

TO: Agency Administrators

FROM: Bobbie Chappell, Director of Human Resources

VIA: Rip Colvin, Executive Director

RE: Open Enrollment - Mailing Address Updates

The Department of Management Services will be mailing information regarding Open Enrollment and new changes to employees at the mailing address that is on file with People First. One of the important communications that will be mailed to the employee's mailing address will be information about changes as it relates to employees who are currently with an HMO provider. **This information will be sent to the employee's mailing address that is on file with People First.**

This is a good time for employees to login to the [People First System](#) to make sure their mailing address is current. They can do this by logging onto [People First](#). After the employee has logged into the system, they will need to click on "mailing address" from the home page. Once on the mailing address screen, they must click "edit". The next screen will show the current mailing address that People First has in their system. The employee will be able to make any necessary changes and "save" all revisions. This will automatically prompt a new W-4 that will be sent to JAC. We will forward it to the employee's circuit once it is loaded into FLAIR.

As a reminder, the new HMO procurement for the plan year begins January 2012. In an effort to move the state program in an actuarially sound direction, the Department of Management Services procurement team worked to reduce program costs by over \$400 million over the next two years. Achieving this level of savings also means changes in some of the HMO options and the pharmacy benefits. In summary:

- **Each county will have one HMO offering (including Monroe County).** If an employee is currently enrolled in an HMO that will not be offered in the employee's live or work county, we will automatically enroll the employee in the State Employees' PPO Plan effective January 1, 2012. This ensures that the employee will have health insurance coverage.
- Employees should use Open Enrollment as their opportunity to make changes to health insurance.
- **Medco will be the pharmacy benefits manager for all HMOs (except the CHP Medicare Advantage plan).** As the result of this and a separate procurement, Medco will be the pharmacy benefits manager for all State Group Health Insurance Plans (HMO and PPO), effective January 1, 2012.

- HMO members, like PPO plan members, will carry two member ID cards: one for their HMO's medical benefits and one for the pharmacy benefits.

We will notify you of these and other program changes through Open Enrollment correspondence. At this time we do not have a list of HMOs by county. As soon as this information is released by the Department of Management Services we will send it to you.

Please remember, Open Enrollment will begin September 26, 2011 and end on October 21, 2011. Be sure all employees update their mailing address in People First prior to Open Enrollment.

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