

**August 24, 2011**

**MEMORANDUM #70-11HR**

**TO:** Agency Administrators  
**FROM:** Bobbie Chappell, Director of Human Resources  
**VIA:** Rip Colvin, Executive Director  
**RE:** **REVISED** 2011 Open Enrollment Dates for the 2012 Plan Year

The Department of Management Services has advised all agencies that some of the dates pertaining to Open Enrollment have changed because the contracting process for the HMOs has not concluded. Please note the changes below in **blue**:

<b>EVENT</b>	<b>DATES</b>	<b>COMMENTS</b>
Benefit Fairs	September 26 – October 14	
Open Enrollment WebEx Training	<b>October 17</b> <b>October 18</b> <b>October 19</b>	JAC will host 3 sessions Time - TBA
Open Enrollment Snapshot	<b>October 21</b>	Addresses must be correct in People First by <b>October 20</b>
Mail Open Enrollment Packets	<b>Week of October 24</b>	
Open Enrollment Election Period	<b>November 7 – November 18</b>	Ends at 6 p.m. Eastern Time
Open Enrollment Correction Period	<b>November 21 – December 2</b>	Employee must call the People First Service Center to make corrections

In addition:

- The Justice Administrative Commission will notify each circuit as further information becomes available regarding Open Enrollment and the procurement process for the HMOs.
- Employees should ensure their addresses are correct in People First to receive this year's extremely important Open Enrollment materials. All options will be explained to them in their Benefits Package.
- Please refer to the enhanced [HMO FAQs](#) for commonly asked questions.