

**August 29, 2011**

**MEMORANDUM #73-11HR**

**TO:** Agency Administrators  
**FROM:** Bobbie Chappell, Director of Human Resources  
**VIA:** Rip Colvin, Executive Director  
**RE:** 2012 Open Enrollment – Important Information

**Date Change**

A bid protest is delaying the conclusion of the HMO contracting process. Consequently, the start of Open Enrollment has been moved to November 7, 2011, to ensure you have enough time to review your health insurance options.

**Address**

This year more than ever, employees need to receive their Open Enrollment materials timely. The Division of State Group Insurance will communicate important health insurance changes to employees in their benefits package. Consequently, please have employees check their home and/or mailing addresses in People First within the next 10 days.

**Instructions for Checking and Changing an Address in People First**

1. Log in to People First.
2. In the My Quick Links section on the right, click *Home Address*. If it's correct, skip to number 4.
3. If it's not correct, click *New* and enter the correct address information. Remember to click *Save*.
4. Click *Menu*.
5. Select the *Mailing Address* link. Unless you receive mail in a location different from your home address, you do not need a Mailing Address.
  - a. If an address is listed and you need it, be sure it is correct. If so, you're finished.
  - b. If it's not correct, click *New* and enter the correct address information. Remember to click *Save*.
  - c. If an address is listed but you don't need it, click the box next to the address then select *Edit*. Change the end date to today's date. This will result in your Home Address being used for all mailings for Open Enrollment.

6. Repeat step 4 and 5 for the Temporary Address.

**People First sends mail to addresses in the following order:  
temporary, mailing and home.**

### **Password**

If you have not logged on to People First in the last 90 days, you should log on today to update your password online. When Open Enrollment begins, you'll be set to log on without delay and make your pretax insurance elections. If your account is locked, or you forgot your password, use the "*Forgot Your Password?*" link at [peoplefirst.myflorida.com](http://peoplefirst.myflorida.com) to reset your password.

### **Using the People First Website**

Making elections online allows you to see the most current information available, with night and weekend access, to review all your options. Also, online elections require no phone "hold-time" or forms to complete. You will get an instant confirmation online with the PDF as an added bonus. See how easy making online changes can be! Plan to log on to the People First website during the next Open Enrollment season.

### **Changes January 1, 2012**

- **HMO Plan Members (under the current contract award):** HMO options are changing. *If your current HMO is not available January 1, you will be enrolled in the State Employees' PPO Plan to ensure you will have health insurance coverage.* If HMOs are available, you can choose another health plan during Open Enrollment. More information on HMO changes are forthcoming.
- **All Health Insurance Plan Members:** The pharmacy benefits manager for *all* health insurance plans (except CHP Medicare Advantage) will be Medco. Medco will send all current health plan members a letter this fall with additional information, and starting September 26, 2011, you can visit [www.medco.com/sofrxplan](http://www.medco.com/sofrxplan) to learn more.
- **Health Savings Account:** Contribution amount limits are increasing. The new rate for an individual is \$3,100 and \$6,250 for a family.
- **Dental Plan Rates:** Rates for the following dental plans are increasing:

	<b>Comp Benefits Network Plus Prepaid</b>		<b>CIGNA Dental Prepaid</b>		<b>Comp Benefits Preferred Plus PPO</b>	
	<b>2011</b>	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>	<b>2012</b>
Employee Only	\$21.90	\$23.00	\$26.32	\$27.38	\$29.50	\$30.98
Employee + Spouse	\$43.18	\$45.34	\$47.32	\$49.22	\$54.58	\$57.32

Employee + Child/Children	\$51.48	\$54.06	\$55.68	\$57.92	\$60.98	\$64.04
Employee + Family	\$65.76	\$69.06	\$67.56	\$70.26	\$88.56	\$92.98

- **Alta Health & Life:** Now CIGNA Health and Life Insurance Company (CHLIC)
- **Going greener!** This year's personalized benefits statement will be shorter and the benefits guide will be available exclusively online. Look for the new Open Enrollment summary in your mailed benefits package (but only if your address is correct!).