



JUSTICE ADMINISTRATIVE
COMMISSION



Administrative Health Insurance Assessment

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Introduction to AHIA

- To implement section 8 of the 2023-2024 General Appropriations Act, beginning July 1, 2023, and on the first day of each month after that, the Department of Management Services shall assess an administrative health insurance assessment to each state agency equal to the employer's cost of individual employee health care coverage for each vacant position within such agency eligible for coverage through the Division of State Group Insurance.
- Beginning the first week of August 2023, DMS invoiced each state agency for the monthly AHIA. Through journal transfer, the state agency remitted the monthly AHIA from each state agency's Salaries and Benefits category to the State Employees Health Insurance Trust Fund (ss. 110.123 and 110.1239, F.S.).

Introduction to AHIA

- FY 2023-2024 General Appropriations Act
 - The AHIA is set at an amount equal to the employer's cost of individual employee health care coverage (at the Career Service rate), which is \$763.46 for FY 2023-24.
 - This amount will be assessed to each state agency based on that agency's number of salaried positions (non-OPS) eligible for health benefits that are vacant for the entire month. The AHIA shall not apply to positions funded, wholly or partially, with federal funds.
- The FY 2024-25 assessment will be the same at \$763.46.

Objectives

- Do offices receive funding for the Administrative Health Insurance Assessment (AHIA)
- Vacant Positions – How long do they need to be vacant to be assessed?
- Federally Funded Positions
- The Invoice Process



Budget and Appropriations

The Salaries and Benefits Appropriation consists of the budget authority to pay:

- Employee Salary
- Federal Insurance Contributions Act (FICA)
- Retirement (Employer contribution)
- Life and Health Insurance (Employer contribution)

Budget and Appropriations

Professional - Non Attorney	FILLED Annualized	VACANT 6 Months
Salary	\$ 100,000.00	\$ 100,000.00
FICA (7.65%)	\$ 765.00	\$ 765.00
FRS (13.57%)	\$ 13,570.00	\$ 13,570.00
Life Insurance and Individual Health Premium	\$ 9,204.48	\$ 9,204.48
Less 6 Months Individual Coverage Premium		\$ (4,580.76) *
Total Salaries and Benefits Authority	\$ 123,539.48	\$ 118,958.72

- Agency billed employer's cost of individual employee health care coverage of \$763.46 each full month the position is vacant.

*Exclusions apply



Federally Funded Positions

- Does the State assess federally funded positions?
- The Monthly Federally Funded Positions Template:
 - What is required on the template?
 - When is the template due?

Judicial-Related Office:	<i>Example: Justice Administrative Commission</i>	Reporting Month:	
Agency Code (OLO):	210000	4/1/2024	
Contact Name:	<i>Example: John Smith</i>		
Contact Number (enter numbers only):	<i>Example: (XXX) XXX-XXXX</i>		
Contact Email:	<i>Example: John.Smith@agency.fl.gov</i>		
Position Number (8 digits) enter 21 + the 6 digit position id as shown on the rate	Budget Entity (as shown on the Account Code list from Accounting)	Budget Entity Name	Federal Funding Split (Fully or Partially)
21013027	21300800	PGM: JUSTICE ADMIN COMM	Fully Funded

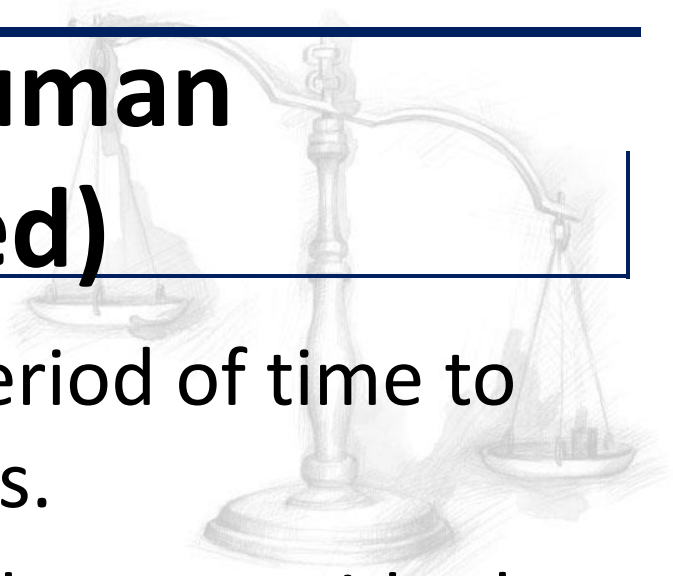


Invoice Process – Human Resources

- JAC Financial Services receives the monthly invoice from DSGI Financials and forwards it to JAC HR.
- Along with the invoice, a spreadsheet is provided showing which positions were charged for the previous month.
- JAC HR breaks out the spreadsheet and provides the portion of the invoice for which the JROs are responsible.

Invoice Process – Human Resources (continued)

- JAC HR gives the JROs a period of time to let us know of any changes.
- Once that time has passed, we provide the spreadsheet back to JAC Financial Services and they process it on behalf of the JROs.



Invoice Process – Financial Services

- JAC Financial Services receives the updated spreadsheet back from HR.
- JAC Financial Services uses the updated spreadsheet to create a file that separates charges by JRO and to process the monthly AHIA by upload.
- Accounting and Human Resources will participate in this process soon. We thank Financial Services for their assistance.

Points of Contact

- Human Resources
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QUESTIONS