



Division of State Group Insurance
4050 Esplanade Way, Suite 215A
Tallahassee, Florida 32399-0950
Tel: 850.921.4600
Fax 850.488.0252
www.dms.MyFlorida.com

Governor Charlie Crist

Secretary Linda H. South

MANAGEMENT ADVISORY #09-008

DATE: March 13, 2009
TO: Agency and University Personnel Officers and Benefit Coordinators
FROM: Suzetta Furlong, Manager
SUBJECT: Open Enrollment Dates for Plan Year 2010

Open Enrollment for Plan Year 2010 will begin at 8:30 a.m. Eastern, Monday, September 14, 2009. It will end promptly at 5:30 p.m. Eastern, Friday, October 9, 2009, for all methods of enrollment.

Benefit fair and mailing schedules and other open enrollment information will be coming in the next few months.

Did you know that last year 3,726 open enrollment packets were returned to the service center?

Please take every opportunity, starting now, to remind your employees to keep their address information current in People First so that they receive all mailings from the service center and from us. Here are some ideas:

- Put a blurb in your agency's employee newsletter.
- Post an announcement on your Intranet site.
- Send in an e-mail with reminders to complete timesheets.
- Ask supervisors to help.
- Forward Governor Crist's weekly address and add some announcements, including this reminder.

By starting early and reminding often, we may be able to get employees to keep their information up to date. This should cut down on returned mail at open enrollment and the subsequent frustration they experience.

As a reminder, mail is sent in the following order: temporary address, mailing address, home address.