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MANAGEMENT ADVISORY #09-016

DATE: August 12, 2009
TO: Personnel Officers and Benefit Coordinators
FROM: Suzetta Furlong, Manager
SUBJECT: 2009 Open Enrollment for 2010 Plan Year Update

Important Dates

- The Open Enrollment file for addresses will run August 28. All [temporary, mailing and/or home addresses](#) must be updated before this date to ensure participants receive their materials timely.
- Open Enrollment packages will be mailed the first two weeks of September.
- Open Enrollment starts Monday, September 14, at 8:30 a.m. and ends Friday, October 9, 2009, at 5:30 p.m. Eastern Time (4:30 p.m. Central Time).
- [Benefit fairs](#) will be held during the first three weeks of Open Enrollment.
- Confirmation statements will be mailed October 12-16 only to participants who make changes to their benefits during Open Enrollment.
- The Correction Period is October 12-30. Only participants who made election changes during Open Enrollment will be allowed to make a correction.

Changes for the 2010 Plan Year

- Check out the [new HMO service areas](#).
- Some of the dental plan rates have changed. Rates are in the Dental Plans Comparison Chart in the Benefits Guide.
- Take note of increased [Health Savings Account](#) contribution amounts: for 2010 you can contribute your pretax funds to the account to reach the maximum limit of \$3,050 for individual coverage and \$6,150 for family coverage. The 2010 catch-up contribution for individuals who are 55 or older is \$1,000. (The state contributions have not changed: \$41.66 per month for full-time individual coverage (up to \$500 annually) or \$83.33 per month for family coverage (up to \$1,000 annually)).

- All election forms have been revised. During Open Enrollment (and thereafter), log on to People First. Go to Health & Insurance > Benefit Materials for the revised forms. Please do not use old forms because information may have changed.

Helpful Hints

- Review your options early in the Open Enrollment period to be sure you have plenty of time [to research](#), [ask questions](#), and [make changes](#).
- Check your [address](#) today to be sure it's correct.
- Know your [People First password](#) to make online Open Enrollment changes. If you have forgotten your password but have set up your security questions and answers, you can reset your password online yourself at <https://PeopleFirst.MyFlorida.com>; otherwise, call the Service Center today at (866) 663-4735 to get a temporary password. If you know your password, but have not logged in to People First in the last 90 days, go online today and reset your password to get ready for Open Enrollment.
- Review the annual benefits statement you'll receive in the mail carefully. It includes your benefit options for next year and the cost of each option. Any plans you are enrolled in this year will automatically carry over to next year, so be sure you have the plans you need.
- Verify that all of your eligible dependents are enrolled in the plans you want them in.