



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](http://www.dms.MyFlorida.com)

Governor Charlie Crist

Secretary Linda H. South

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**MANAGEMENT ADVISORY #09-024**

**DATE:** October 29, 2009  
**TO:** All Employees  
**FROM:** Suzetta Furlong, Manager  
**SUBJECT:** **Three-Week Correction Period Ends Friday, October 30, 2009!**

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Friday, October 30, 2009, is the last day to make corrections to errors made during the regular open enrollment period that ended October 9, 2009. Employees have until 5:30 p.m. Eastern Time to call the service center and make changes.

**If you made a change to your benefits during open enrollment and need to make a correction,** you must call the service center at (866) 663-4735 before 5:30 p.m. Eastern Time, Friday, October 30, 2009. All changes will be effective January 1, 2010. Payroll deductions will begin in December for January coverage, so please check your pay check to be sure your deductions are correct.

**If you did not make a change to your benefits during open enrollment,** your current benefits will be effective January 1, 2010. The benefits statement you received in the mail before open enrollment is your record of benefits for the coming plan year.

You can make future changes to your benefits if you have a qualifying event, such as marriage, birth, divorce, or during next year's open enrollment.