



State of Louisiana  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

December 1, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-17

TO: All ISIS HR Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Miscellaneous Insurance Enhancement Approvals - Update to AFLAC

American Family Life was previously approved for an enhancement to their Cancer policies as follows:

American Family Life Assurance Co (AFLAC), **flex eligible** Cancer policies

Original Policy	Enhanced Policy
A-59100-LA	A-75100-LA
A-59200-LA	A-75200-LA
A-59300-LA	A-75300-LA

Since AFLAC did not complete the original letters to employees in August as instructed by OSUP, we will allow another 60 day opportunity for the employees to convert to the enhanced policy. For processing this **flex eligible** policy enhancement, the employee's options will depend on whether they are in the flex plan as of July 1, 2004.

**In Flex as of July 1, 2004:**

- 1) Employees have **60 days** from January 1, 2005 effective date to convert to the enhanced policy and continue to have the premiums sheltered under flex. After the 60 days, premiums cannot be sheltered under flex.
- 2) Employees must complete a Request for Change in Flex Plan Election document if they convert to the enhanced policy and wish to continue to have the premiums sheltered under flex. Employees should select "Significant increase in cost or curtailment of coverage" for the Qualifying Event.

**Not in Flex as of July 1, 2004:**

- 1) Employees can pick up the enhanced policy any time during the plan year.
- 2) No Request for Change in Flex Plan Election document is required.

Employees who have elected to convert the original policy to the enhanced policy **under flex** must sign the State Employee Payroll Deduction Authorization form (SED-4)

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**and** Request for Change in Flex Plan Election document and send them back to the vendor by February 14, 2005. The vendor will forward the signed copy of the SED-4 form and Request for Change in Flex Plan Election document to the agency payroll offices by February 18, 2005 to be entered.

For those employees that are not in flex or elect to not have the converted policy under flex, the vendor will forward the SED-4's to agency payroll offices as received.

If you have any questions, please contact Angela Woods at (225) 342-5345.

JWC:ACV