



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

September 12, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-14

TO: All State Agencies

FROM: Jena W. Cary
Director

SUBJECT: Medicare Referendum – Rescheduled Educational Meeting,
Medicare Eligibility Informational Document and Certification Process

The Employee Medicare Educational meetings previously scheduled for August 30, 2005 have been rescheduled to September 16, 2005 due to hurricane Katrina. These meetings will be held at 9:00 a.m., 1:00 p.m. and 3:00 p.m. in Room 1-100 of the Claiborne Building, located at 1201 North Third Street in Baton Rouge. Agencies must provide this schedule to the employees who are eligible to vote in the referendum. Refer to OSUP memorandum [#2005-54](#) for additional information regarding these educational meetings.

Ballots for the Medicare Referendum ballot process must be mailed September 15, 2005 to all employees eligible to vote in the Medicare Referendum.

The Office of State Uniform Payroll (OSUP) recently received the attached document prepared by the District Manager of the Social Security Administration (SSA). This document provides information regarding Medicare eligibility that may assist employees in determining their coverage selection in the Medicare Referendum. OSUP recommends that you include a copy of this document along with the ballot documents that are to be mailed on **September 15, 2005** to eligible employees. Refer to OSUP Memorandum [#2006-08](#) for information on the ballot process.

Agencies should update employee records in the ISIS HR system when “yes” ballots are received.

Once all ballots have been collected, agencies should take the following steps to certify the referendum:

- Verify that all eligible employees have returned a completed ballot to the agency. This includes employees serving active duty in the military. **Agency certification of the ballot results should not be completed until all ballots have been received.** Contact Linda Yelverton for instructions on how to proceed if it is determined that not all ballots will be collected.
- Separate the votes by **retirement plan.**
- Determine the number of “yes” and “no” votes in each retirement plan.
- Modify the certification form to include agency specific information and insert the vote count on each retirement plan.
- Forward the completed certification form to Linda Yelverton at the address on the form.

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Refer to OSUP memoranda [#2005-46](#), [2005-50](#), [2005-51](#) and [2005-53](#) for additional information on the Medicare Referendum process.

Questions regarding the referendum and certification process should be directed to Linda Yelverton at (225) 342-0026.

JWC/LAO

Attachments: [Certification Form](#)
[Medicare Eligibility Informational Document](#)