



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-30

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Miscellaneous Insurance Enhancement Approvals

The Office of State Uniform Payroll (OSUP) is responsible for the administration of the rules governing state employee payroll deductions. Products that are authorized through the Office of State Uniform Payroll are for all state employees and all state agencies of the executive branch of state government. The only exception to this is higher education state agencies overseen by a Governing Board. The Governing Board has the authority to approve additional products, remove products and set deadlines per the Boards' established policies.

The following enhancements have been approved for the November 1, 2004 deadline to be effective February 1, 2005:

1. Conseco, **flex eligible** Cancer policy

Original Policy	Enhanced Policy
CH00A/PS1ST-B	CHIC-6022C

2. Conseco, non-flex eligible Cancer C/V policy

Original Policy	Enhanced Policy
CH00A/PS1ST-B	CHIC-6022C

3. MSofA Dent-All, **flex eligible** Dental policy

Original Policy	Enhanced Policy
Dent-All All in One Plan	DAP2

There will be no changes to the product descriptions or wage types in eEnrollment/ISIS HR as these are enhancements to specific policies under the existing product.

Vendors will send letters to those employees that currently have the original policy. In **March 2005**, the vendor will also prepare and send to agencies a list of employees who

elected to convert their original policy to the enhanced policy. There is no specific agency action necessary for the enhancement to the non-flex policies. The **flex eligible** policy enhancement procedures will depend on the flex status of the employee.

Enrolled in 2004-2005 Flex Plan:

- 1) Employees have **60 days** from February 1, 2005 effective date to convert to the enhanced policy under flex by signing the State Employee Payroll Deduction Authorization form (SED-4). 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.
- 3) Employees must send **both** of the above documents to the vendor by March 14, 2005.
- 4) 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 **March 18, 2005** to be entered.

Not Enrolled in 2004-2005 Flex Plan:

- 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.
- 3) 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