



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM HR15-2023**

To: Agency Administrators  
From: Andy Snuggs, Director of Human Resources  
Subject: Administrative Health Insurance Assessment (AHIA) Invoice - July  
Date: August 17, 2023

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We received the first Administrative Health Insurance Assessment (AHIA) Invoice from the Division of State Group Insurance (DSGI) that covers the month of July. Please find enclosed your agency's vacancy file for July 2023.

The assessment for July 2023 is \$763.46 for each salaried position (non-OPS) eligible for health benefits, that is vacant for the entire month. The AHIA does not apply to positions funded, wholly or partially, with federal funds. The AHIA funds are paid from each state agency's Salaries and Benefits category as provided in s. 110.123, F.S., and s. 110.1239, F.S.

One invoice was received for JAC and the 49 agencies that we administratively serve. The attached spreadsheet contains the portion of the invoice your office owes under column "P". JAC plans to process the invoice on Friday, August 25<sup>th</sup>.

We will plan to pay your portion of the invoice out of the account code the positions are paid from, unless you provide a different account code for the payment. We need to receive the alternate account code, Org and EO information by the close of business, Thursday, August 24<sup>th</sup>.

As a reminder, DSGI will issue monthly invoices for AHIA's for the rest of FY23-24. JAC will distribute each office's monthly information similarly to this distribution.

Please let us know if you have any questions.

Thank you.

1 Attachment