



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Diamond R. Litty, Chair
Public Defender, 19th Circuit
Kathleen A. Smith
Public Defender, 20th Circuit
Brian Haas
State Attorney, 10th Circuit
Jack Campbell
State Attorney, 2nd Circuit

MEMORANDUM HR12-2023

TO: Agency Administrators
FROM: Andy Snuggs, Director of Human Resources
SUBJECT: Administrative Health Insurance Assessment on Vacant Positions
DATE: July 20, 2023

As you may recall, Senate Bill (SB) 2500, for Fiscal Year (FY) 2023-24 General Appropriations Act, and SB 2502, Implementing the FY 2023-24 General Appropriations Act, requires the Department of Management Services (DMS) to assess an Administrative Health Insurance Assessment (AHIA) to each state agency.

The AHIA is equal to the employer's cost of individual employee health care coverage (at the Career Service rate), which will be \$763.46 for FY 2023-24. This amount will be assessed to JAC based on the number of salaried positions (non-OPS) eligible for health benefits that are vacant for the **entire month for all 50 Judicial-Related Offices (JROs)**. The AHIA doesn't apply to positions funded, wholly or partially, with federal funds.

Beginning the first week of August 2023, DMS will invoice each state agency for the monthly AHIA. JAC shall journal transfer the monthly AHIA from each JRO's Salaries and Benefits category to the State Employees Health Insurance Trust Fund (ss. 110.123, and 110.1239, F.S.). JAC Financial Services will be responsible for processing the payment on behalf of the JROs each month.

What will JAC HR need from the offices?

We will need the JRO's help identifying partially or wholly federally funded positions. This would be for positions filled and vacant. This includes positions paid by General Revenue (GR) that are part of a federal grant and reimbursed through said grant. We are asking for both filled and vacant positions because those positions should be excluded from the count either way. Once the JROs have identified the positions and provided JAC with a list, JAC HR will compile the lists and send a spreadsheet to DSGI Financial Services by the end of each month, beginning with the first one due July 31st.

To help, DSGI sent a recommended template with four fields to be completed. They are Position Number, Budget Entity, Budget Entity Title, and if the position is wholly or partially

federally funded. If, for some reason, you cannot complete all fields, the one field DSGI states they will need is the Position Number. They will keep this list; if we do not provide an updated one each month, they will use the last one received to verify.

Please send the template (spreadsheet) to me at Andy.Snuggs@justiceadmin.org and Jamie Johnson at Jamie.Johnson@justiceadmin.org, **by the close of business Friday, July 28th**.

Please let us know if you have any questions.

Thank you.

Attachment