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MEMORANDUM HR15-2021

To: Agency Administrators
From: Carolyn Horwich, Esq., Director of Human Resources
Subject: Life Insurance Awareness Period
Date: August 19, 2021

**Life Insurance Company of North America
(LINA),
a CIGNA Company
Disability Income Protection
ANNUAL AWARENESS PERIOD**

September 1, 2021 – October 31, 2021

Beginning September 1st, all active full-time employees in participating agencies will have the opportunity to enroll in or make changes to the **Disability Income Protection** plan offered by Life Insurance Company of North America (LINA), a CIGNA company.

LINA Disability Income Protection - Deduction Code 0300

This plan is offered through the convenience of payroll deduction and can help protect your income in the event that you are unable to work due to a covered accident or sickness. Coverage is based on the insured's salary and the group they have selected.

The plan provides the following benefits at **no additional cost to you:**

- Social Security Advocacy
- Identity Theft Program
- Survivor Benefits
- Will Preparation

Please take a moment to review the benefit highlights: [Monthly | LINA Disability Income Protection Plan](#) or [Bi-Weekly | LINA Disability Income Protection Plan](#).

You may [Enroll Online](#) or complete the paper enrollment form (located on page 7 of the brochure) and return it by mail or fax to:

Capital Insurance Agency, Inc.
P.O. Box 15949 Tallahassee, Florida 32317
Attn: Group Benefits Department
Fax: 850.386.7116
Email: groupdepartment@capitalins.com

If you have any questions, please [contact your local representative](#) or Capital Insurance Agency's Home Office at **1.800.780.3100**.

- * This plan is not available to OPS/Temp employees.*
- * If you are currently participating in the program, the plan will continue automatically. You do not need to re-enroll.*
- * Please note that these benefits are Post-Tax and are separate from the state-sponsored Pre-Tax open enrollment period. Please direct all questions and submit enrollment forms as indicated above and not to the People First Service Center.*