



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM #20-18HR

TO: Agency Administrators
FROM: Carolyn Horwich, Esq., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: Hartford Group Term Life Insurance
DATE: August 7, 2018

**Hartford Group Term Life Insurance
ENROLLMENT PERIOD
Now – August 31, 2018**

Now **through August 31, 2018**, all active full-time employees will have the opportunity to enroll in the following program offered by The Hartford through the convenience of payroll deduction:

Group Term Life Insurance – Deduction code 0208

Please take a moment to review the following link to learn more about the program: [Hartford Voluntary Group Term Life Insurance](#). You may apply by completing the enrollment forms included in the link. Enrollment forms must be submitted by the close of business, **August 31, 2018**.

Completed enrollment forms should be sent to:

Attn: Bonnie Cook
Capital Insurance Agency, Inc.
P.O. Box 15949
Tallahassee, FL 32317-5949

or by fax: 850-386-7116

If you have questions or concerns regarding the plan, please contact Capital Insurance Agency at (800) 780-3100.

If you are currently participating in the program, you do not need to re-enroll. Your coverage will continue automatically.

OPS/Temp employees are not eligible to participate.

Please note that these benefits are not administered by People First and they are separate from the state-sponsored open enrollment period. Please direct all questions and submit enrollment forms as indicated above, not to the People First Service Center.