



MANAGEMENT ADVISORY #05-001

TO: Agency Personnel Officers and Insurance Coordinators

FROM: John J. Matthews, Director

SUBJECT: People First Flexible Spending Account Benefit Administration and Employee Notifications

DATE: January 6, 2005

The phased implementation of the People First system has been completed. The transition of benefit administration responsibilities to People First will provide enhanced, more efficient services to participants and state agencies. To further support agencies and employees, the following information is provided:

Plan Year 2005 Flexible Spending Account Administration: To send requests for reimbursement of eligible expenses incurred during the 2005 plan year, employees should:

- Download a copy of the People First Reimbursement Request Form located on the People First website at <https://peoplefirst.myflorida.com>, where it can be found under *Benefits Materials – Benefit Forms*, or contact the Service Center for assistance or additional information at 1-866-ONEHRFL (663-4735); TTY 1-866-221-0269.
- Attach copies of supporting documentation (clearly denoting date of service, type of service and total dollar amount of service).

Completed forms should be sent to: People First Service Center
Flexible Spending Account
Post Office Box 1800
Tallahassee, Florida 32302-1800
FAX: (850) 425-4608

NOTE: Employees should continue to contact the Division of State Group Insurance for questions regarding 2004 claims and general information about the 2004 FSA Plan Year. Additionally, DSGI will process 2004 FSA claims submitted through the end of the grace period (April 15, 2005) for expenses incurred during the 2004 Plan Year.

Employee Notifications: People First will be sending various notifications to employees. These notifications will serve as a reminder to employees that some action(s) on their part may be necessary to make a benefit election based on experiencing a work-related Qualifying Status Change event (i.e. changing from full-time to part-time status), provide documentation to complete an election or provide information

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and/or a response to an existing request. These notifications will be sent to the employee's address of record in the People First system.

Examples of notifications include:

- New Hire package – included in the package is an informational letter, benefit statement, and required COBRA information.
NOTE: Insurance plan brochures will not be included in this package, but can be viewed on the People First website at <https://peoplefirst.myflorida.com>.
- New Hire 30-day reminder letter – to remind employees that it has been 30 days since their hire date, and they have an additional 30 days remaining to make an election as a new employee before the opportunity to enroll is forfeited until the next open enrollment period.
- Dependent Documentation 30-day reminder letter – to remind employees that they have 30 additional days to provide the required documentation to support the Qualifying Status Change event requested change for their newly enrolled or removed dependent(s).

You may contact our Agency Services section by email at bennynet@dms.state.fl.us or by telephone at 850-921-4545 (Suncom 291-4545) if you have questions. (These telephone numbers and this email address are for Agency Personnel Office use only and should not be distributed.)