



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

state purchasing

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Accident and Sickness Insurance (Camp and School)

Policy Number: CAMP-50789-877

How to Use This Policy

All documents and forms are available on the Division of State Purchasing's policy webpage located at https://www.dms.myflorida.com/business_operations/state_purchasing/insurance_coverage_program/accident_and_sickness_insurance_camp_and_school.

1. Enrollment Process:

- Download the **Enrollment Form** from the policy webpage.
- Follow the instructions on the form and fill it out completely to avoid delays in registration.
- Email the enrollment form to Insurance for Students (IFS) (cbode@insuranceforstudents.com) ***no later than one day before the camps starts***, and copy the Department of Management Services (DMS) (jill.soderberg@dms.myflorida.com). Any camp enrollment forms initially received after the day prior to the start of the camp will be returned to the submitter.
- All enrollment forms must contain a proper estimate of participants. If your agency/university would like to reserve the right to adjust the final participation numbers indicated on the enrollment form, this must be indicated in the body of the email when submitting the enrollment form to IFS. If your agency/university reserved the right to adjust the final participation numbers indicated on the form, participation numbers must be finalized no later than the day after the first day of the camp, and must be communicated to IFS via email on that first day of camp. There will be no further adjustments to participation numbers after this time. Failure to report reductions in participant numbers will result in an invoice being issued for the enrollment indicated on the original form.
- The named agency/university Insurance Coordinator, as listed on the Insurance Coordinator master list at the Division of State Purchasing, should be the primary contact between IFS and your agency/university. For situations where this is not feasible, the Insurance Coordinator must be copied on all submittals. Also, please copy DMS (jill.soderberg@dms.myflorida.com) on all enrollments, correspondence, claims, etc.

2. Claim Process:

- Download the **Claim Form** from the policy webpage.
- Follow the instructions on the form and fill it out completely to avoid delays in processing. ***Make sure the agency/university, camp name, and the plan (A, B, C, or D) are clearly stated.***
- Email the claim form to the email address shown at the top of the form, and copy IFS (cbode@insuranceforstudents.com) and DMS (jill.soderberg@dms.myflorida.com).

This document is provided for informational purposes only; please refer to the insurance policy located on the Division of State Purchasing's policy webpage for specific coverage details.

3. Invoices and Payments:

- Invoices will come from either cbode@insuranceforstudents.com or from wil@insuranceforstudents.com.
- Please be sure to process insurance premium payments in accordance with the prompt payment law, Section 215.422, Florida Statutes. Participating agencies/universities should make every effort to ensure payments are made within 30 days of the date coverage was secured to avoid cancellation of the policy. Invoices over 30 days old (and therefore past due) will be forwarded to DMS; DMS will contact those agencies/universities for payment.

4. Contact Information:

- Please direct all inquiries to IFS:

Craig Bode, Account Representative
cbode@insuranceforstudents.com
5295 Town Center Road, Suite 101
Boca Raton, FL 33486
Phone: 800-356-1235
Fax: 561-300-5678
Website: www.insuranceforstudents.com

- Please copy DMS on all correspondence:

Jill Soderberg, Statewide Insurance Program Manager
jill.soderberg@dms.myflorida.com
4050 Esplanade Way, Suite 360
Tallahassee, FL 32399
Phone: 850-488-7996
Fax: 850-414-6122
Website: [Insurance Coverage Program](#)