

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> 2014 Retiree Group Legal Services Insurance Plan Open Enrollment	<b>REFERENCE NUMBER:</b> 2014-006
<b>DATE ISSUED:</b> 2/14/2014	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Personnel Transactions Supervisors  
Personnel Transactions Staff**

**FROM:** Department of Human Resources  
Benefits and Training Division

**CONTACT:** Patty Rosales-Abila, Benefits Program Analyst  
(916) 324-5553  
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Email: [Patty.RosalesAbila@CalHR.ca.gov](mailto:Patty.RosalesAbila@CalHR.ca.gov)

The annual open enrollment for the Retiree Group Legal Services Insurance Plan (Plan) is **March 1 through April 30, 2014**. Retirees will receive an open enrollment packet from ARAG mailed to their address on file.

If you have an employee who retired after January 1 or is retiring during open enrollment, they will not receive a packet in the mail. Please give them a Retiree Enrollment form to complete or if they have questions, direct them to ARAG's toll-free customer care line at 1-800-511-4007 or TTY 1-800-383-4184.

**ELIGIBILITY**

State of California retirees/annuitants who are members of the Public Employees Retirement System (PERS), Judges Retirement System (JRS I and II) or Legislative Retirement System (LRS) are eligible to enroll.

**FILL AND PRINT FORM**

A Fill and Print enrollment form is available online at ARAG's website [www.ARAGLegalcenter.com](http://www.ARAGLegalcenter.com) (Access Code 17642ret) or at CalHR's website for Group Legal.

**COMPLETION OF THE PLAN'S ENROLLMENT AUTHORIZATION FORM**

During open enrollment only, personnel offices are not required to complete Section C. However, outside of open enrollment, departments will need to complete Section C for the newly retiring employee.

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We appreciate your continued assistance in providing your retiring employees with the Group Legal Services Insurance Plan form.

If you have any questions, please contact Patty Rosales-Abila at the phone number listed above.

/s/ Darlene Schell

Darlene Schell, Chief  
Benefits and Training Division