

M E M O R A N D U M

To: Personnel Transaction Supervisors

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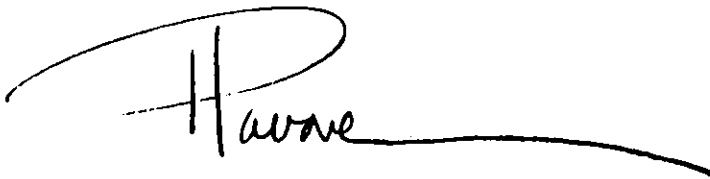
From: Department of Personnel Administration

Subject: Dental Program - Procedures Manual

Attached is a draft of the Dental Benefits Policies and Procedures Manual.

This manual is being distributed to assist your staff in completing dental enrollment transactions. As only one manual is being issued, please feel free to duplicate any additional copies needed.

Comments or suggestions regarding the content of the manual should be sent to Janice Yates in the Benefits Division at the Department of Personnel Administration.



Patricia Pavone, Chief
Benefits Division

PP:JAY:rd

cc: Personnel Management Liaisons

Attachment