

State of California

MEMORANDUM

DATE: September 27, 1996
TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 96-050

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers, Personnel Transactions Supervisors and
Personnel Transactions Staff

FROM: Department of Personnel Administration
Benefits Division

SUBJECT: Extension of Long Term Disability Open Enrollment (October 1, 1996-
November 30, 1996)

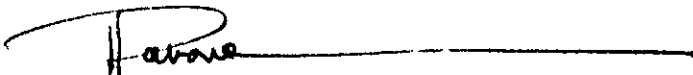
CONTACT: Desi Rodrigues, Personnel Management Technician
(916) 324-0533 or CALNET 454-0533
Office Vision: DPA(DXRodrigues)
INTERNET: DXRODRIGUES@SMTP.DPA.CA.GOV

The Long Term Disability (LTD) open enrollment was originally scheduled for October 1-31, 1996. This is to advise you that the open enrollment period has been **extended by one month** and will end on **November 30, 1996**.

The LTD informational materials (i.e., cover letter, one-page summary of plan benefits and a MetLife postcard) were scheduled to be mailed to eligible employees' homes on September 11, 1996. This would have provided employees with adequate advance notification of the open enrollment and sufficient time to mail the return postcard to MetLife to request the LTD brochure and enrollment form. However, due to an unforeseen mailing delay, the informational materials were not mailed until September 25, 1996. Eligible employees should start to receive these materials within the next week. The one month extension of the open enrollment period will ensure that employees have adequate time to request their enrollment packets from MetLife and submit their enrollment forms to their personnel office by the new deadline.

During the past few weeks, DPA staff have filled numerous requests from State departments for additional LTD enrollment forms and brochures. As a result, we have a very limited supply remaining. MetLife has already prepared a large number of enrollment packets in anticipation of eligible employees returning their postcards as directed in the cover letter. Therefore, we recommend that if your personnel office has a small supply or runs out of the enrollment forms and brochures, you encourage employees to mail their return postcards to MetLife to request these materials. If you have employees who did not receive the cover letter and postcard, they can call MetLife directly at (800) 252-8524 to request that the enrollment materials be mailed to them.

If you have any further questions regarding the open enrollment you can call Desi Rodrigues at (916) 324-0533 or Calnet 454-0533.


Patricia Pavone, Chief
Benefits Division

