



Employee Communications

Departments are responsible for informing their employees of the open enrollment period, the available options and how to enroll in the FlexElect Program. We encourage departments to conduct employee awareness sessions prior to the open enrollment period. DPA staff are available to answer questions that may arise during your department's employee awareness sessions. You may contact Janice Yates, Benefits Program Specialist, at (916) 324-0535 or CALNET 454-0535.

DPA will be communicating the FlexElect Open Enrollment Period to employees through a variety of sources. A notification will be mailed in August to the home of all employees currently enrolled in the 1997 Cash Option informing them that they will be automatically reenrolled for the 1998 Plan Year. Permanent-intermittent employees who are required to reenroll in the Cash Option each year will receive a postcard reminder about the FlexElect Open Enrollment Period. Postcard reminders will also be sent to employees currently enrolled in a 1997 FlexElect Reimbursement Account.

DPA will be preparing a payroll stuffer for departments to distribute with the August pay warrants informing all employees about the FlexElect Open Enrollment Period. In addition, a global message will be printed on the bottom of the August pay warrants regarding the open enrollment period.

FlexElect Brochures

The FlexElect Brochure is currently being revised for the 1998 Plan Year and will be available in early August. To order brochures for your employees, please complete the attached request form (Attachment A) and fax or mail it back to Susan Barnes, as indicated on the top of the request form, by July 1, 1997.

When indicating the number of brochures your department will need, please also include the number needed for your field offices except for the following departments: **Corrections; Developmental Services; Education; Mental Health; and Youth Authority.** These departments should only order brochures needed for employees located at their headquarters office. A copy of this PML will be sent to all field offices associated with these departments and they will be asked to submit a separate request.

FlexElect Procedures Manual

In the past, DPA requested departments to pre-order the FlexElect Procedures Manual. Beginning with the 1998 Plan Year, the FlexElect Procedures Manual will be distributed as a revision to the Benefits Administration Manual (BAM). The next BAM revision is scheduled for late July and currently, departments receive one copy of the revisions. Therefore, as with other revised program sections, departments will be responsible for duplicating the manual to meet organizational needs. Questions regarding distribution of the BAM revisions should be directed to Pam Armas at (916) 445-1542 or CALNET 485-1542.

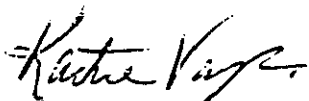


PML 97-021
June 13, 1997
Page 3

FlexElect Video

A new FlexElect training video is being developed and will be available in early August. The new video will focus on the Medical and Dependent Care Reimbursement Accounts and will not include information on the Cash Option. As in the past, DPA will provide each department with one copy of the video. Field offices for the following departments will also receive one copy of the video: Corrections; Developmental Services; Education; Mental Health; and Youth Authority. Departments will be responsible for duplicating extra copies of the video to meet organizational needs.

If you have any questions regarding the information contained in this PML, please contact Susan Barnes at (916) 324-0432 or CALNET 454-0432.



Kathie Vaughn
Division Chief

Attachment



REQUEST FORM

FLEXELECT BROCHURE - 1998 PLAN YEAR

To order 1998 FlexElect Brochures, please complete each section below: Your order will be mailed to the address you indicate in Section A. To ensure you receive your brochures prior to the Open Enrollment Period, your request form must be received by DPA no later than July 1, 1997. We encourage you to FAX your request form to Susan Barnes at (916) 322-3769 or you can mail it to the following address:

Department of Personnel Administration
Benefits Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95814
Attn: Susan Barnes

SECTION A	
Name of Department:	
Mailing Address:	
City, State, Zip Code	
Contact Person:	Telephone #: ()
FOR SACRAMENTO ONLY - Interagency Mail Service (IMS) Code:	
SECTION B	
Indicate number of FlexElect Brochures needed:	

