

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 2012 Retiree Group Legal Services Insurance Plan Open Enrollment	REFERENCE NUMBER: 2012-005
DATE ISSUED: 02/10/2012	SUPERSEDES:

This memorandum should be forwarded to:

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

FROM: Department of Personnel Administration
Benefits Division

CONTACT: Susan Wong, Benefits Program Manager
(916) 324-0533; Fax: (916) 324-3213
E-mail: susan.wong@dpa.ca.gov

The annual open enrollment for the Retiree Group Legal Services Insurance Plan (Plan) is March 1 through April 30, 2012. Retirees will receive an open enrollment packet from ARAG at their home address.

If you have an employee who retired after January 1, or is retiring during open enrollment they will not receive a packet at their home address. 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 (Access Code 17642ret) or at DPA's home website for Group Legal.

COMPLETION OF THE PLAN'S ENROLLMENT AUTHORIZATION FORM

During open enrollment only, personnel offices are not required to fill out 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 Susan Wong at (916) 324-0533 or susan.wong@dpa.ca.gov.

/s/ Greg Beatty

Greg Beatty, Chief
Benefits Division