

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

November 28, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-25

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Continental General Insurance Company – 30108 (formerly United Teacher Associates) Removal from Payroll Deduction Effective for Plan Year 2018

OSUP Memorandum # [2018-05](#) advised agencies of a January 1, 2018 rate increase for Continental General Insurance Company's Long Term Care product. OSUP Memorandum # [2018-10](#) advised agencies of the merger of United Teacher Associates with Continental General Insurance Company. After a final review of the annual application for Continental General Insurance Company, it was determined that Continental General Insurance Company does not meet the minimum requirements of LA R.S. 42:455 which requires vendors to have an A.M. Best Rating of B+ or better. As a result, Continental General Insurance Company will no longer be approved for payroll deduction effective the first payday in January 2018.

All deductions for Long Term Care must be delimited by agency payroll personnel effective 12/18/17 (12/17/17 end date). Agencies must run ZP255 (Plan Participation Report) for IT0377 Miscellaneous Plans type UT52 to determine which employees have this product and follow the procedures in the Help Script "[Adjustments/Delimits for Statewide Misc Products](#)" to end these deductions after the last payroll in December 2017.

Continental General Insurance Company has been notified that they are responsible for contacting employees with products being removed from payroll deduction by December 6, 2017. A letter will be sent to employees to advise how premiums can be paid, e.g. bank draft or invoice, in order to keep their policies in force. Agencies will not receive a new SED-4 form to indicate the removal of this product.

Agencies can use the attached draft letter to communicate to their employees about the removal of Continental General Insurance Company from payroll deduction.

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If there are any questions regarding the notification sent from Continental General Insurance Company, employees can contact the client services department at (866) 830-0607, option 4. Agencies may contact Janet King at (866) 830-0607 ext. 70797 or Annette Castillo at (866) 830-0607 ext. 70960 for vendor questions. For any other questions, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) OR (225):

Kenya Warren	342-5357	Brandy Boyd	342-5354
Shanna Batiste	342-5344	Shaneen Watson	342-5345

APH/KW:mgc

Attachment: [Sample Employee Letter](#)

c: Lynette Deloch, Office of Group Benefits  
Janet King, Continental General Insurance Company