

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

April 2, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-45

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Policy Change for the Following Statewide Vendor Product:
MSofA Dent-All Plan (30047) Dental Policies

MSofA Dent-All Plan implemented a change to their dental policy effective January 1, 2018. This policy change reduced the benefits available at a discount. By April 6, 2018, the vendor will mail letters to all agencies affected by this policy change, along with a list of the employees. At the same time, letters will be mailed from the vendor to the employees affected notifying them of this change. An Election Form, for the employees to accept the policy change or cancel their policy, will be enclosed with the letter as well.

Employees should complete the Election Form, sign, and return it to the vendor by May 7, 2018. The vendor will forward a signed copy of the form, along with a cancellation SED-4 if applicable, to payroll offices by May 29, 2018 to be handled appropriately. If the employee does not accept the policy change, the agency should delimit the current miscellaneous plan record effective 12/17/2017. If the employee accepts the policy change, then no agency action is required.

The vendor will prepare and send a list of employees who did not agree to the policy change (did not sign the Election Form) to payroll offices by May 29, 2018. The list will indicate the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, will also be mailed to the employee and agency indicating that coverage for this policy has been cancelled effective January 1, 2018. The employee signature is not required on these SED-4's. Once the cancellation SED-4's are received for the employees that did not respond, the agency should delimit the current miscellaneous plan records effective 12/17/2017.

Cancellations must be entered by the agency in LaGov HCM by June 15, 2018. After the cancellations are entered, all premiums deducted for this policy in 2018 will be refunded

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to the employees on their next payroll check. Please refer to the [LaGov HCM Help Script](#) for information about delimiting miscellaneous products.

If you have any questions about the policy change, please contact the Administrative Coordinator for the vendor listed below:

MSofA Dent-All Plan, Jeff Booth (800) 256-1948

Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Jodi Bullock	342-5377	Brandy Boyd	342-5354
Shanna Batiste	342-5344	Shaneen Watson	342-5345
Kenya Warren	342-5357		

APH:JAB/mgc

c: Lynette Deloch, Office of Group Benefits
Jeff Booth, MSofA Dent-All Plan