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Rick Scott, Governor

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MANAGEMENT ADVISORY 15-001

DATE: January 6, 2015
TO: Agency and University Personnel Officers and Benefit Coordinators
FROM: Suzetta Furlong, Chief of Operations
SUBJECT: Legal Spouse

Employees whose marriages will be legally recognized in Florida as of Jan. 6, 2015, have a qualifying status change event window between Tuesday, Jan. 6, 2015 through Friday, March 6, 2015, to enroll in a family plan. If they wish to enroll, these employees must complete the following steps:

1. Call the People First Service Center toll free at 866-663-4735. TTY users call 866-221-0268. Service center hours are weekdays from 8 a.m. to 6 p.m. Eastern time. The service center will be closed Jan. 19, 2015.
2. Supply the names, birth dates and Social Security numbers for the legal spouse and any eligible dependent children to be covered.
3. Certify that the spouse and children meet [eligibility requirements](#).

For questions about eligibility, enrollment and payments, employees should call People First. For questions about plan benefits, employees may visit the [myBenefits website](#) or contact the [insurance companies](#) directly.