

	<b>Agency Name</b>	Office of Family Support (OFS)			
	<b>Chapter No./Name</b>	06 - Personnel Manual			
	<b>Part No./Name</b>	J. Insurance/ Workers Benefits			
	<b>Section No./Name</b>	J-400 Other Insurance			
	<b>Document No./Name</b>	J-410 Other Insurance			
	<b>Dates</b>	<b>Issue</b>	August 1, 2005	<b>Effective</b>	August 1, 2005

Miscellaneous insurance plans are available to the employee through payroll deductions, including life, accidental, dental and cancer coverage. The employee is responsible for the full premium.

Enrollment /Changes must be done by completing a SED 4 form provided by the vendor representative. The SED 4 form must be completed and signed by the employee and the vendor agent. The Human Resources Section will not process incomplete forms.

Cancellation must be done in writing to the OFS Human Resources Section and the miscellaneous insurance company.

The current vendor listing is located on the State Uniform Payroll System at [http://www.doa.louisiana.gov/osup/state\\_employees.htm](http://www.doa.louisiana.gov/osup/state_employees.htm) website.

Miscellaneous Insurance Solicitation Policy 4-14 is available on the on-line policy management system at <http://stellent:8080/LADSS/outlineSections.do?partID=38&part=4+-+HUMAN+RESOURCES&agency=DSS&chapterID=DSS+Policy+Manual&chapter=DSS+Policy+Manual>.