

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>Group Legal Services Insurance Plan – Open Enrollment</b>	<b>NUMBER:</b> <b>HRB 18-004</b>
	<b>DATE ISSUED:</b> <b>3/12/2018</b>
<b>DISTRIBUTION:</b> <b>CDFW All</b>	<b>EXPIRES:</b> <b>Until Superseded</b>

**Action Required**       **Informational Only**       **Control Agency Directive**

### Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees of the State’s Group Legal Services Insurance Plan open enrollment period.

### Authorities

- California Department of Human Resources (CalHR)
- [ARAG Insurance](#)

### General Information

The Group Legal Services Insurance Plan is a voluntary, employee-paid plan that provides comprehensive legal coverage. It is designed to meet the most common personal legal needs of an individual and their family.

### Open Enrollment

Open Enrollment for the State’s Group Legal Services Insurance Plan is March 1 – April 30, 2018. During Open Enrollment, eligible employees can enroll in the plan and current members can change their coverage from single to family, family to single, and add/delete eligible dependents.

In order to enroll or to make changes to your plan coverage, please complete [State of California Active Employees Enrollment Form](#) and submit to your assigned Personnel Specialist by April 30, 2018. If you’re already in the plan, you don’t need to re-enroll; your coverage continues automatically.

### Cancellation

Members may cancel their membership at any time.

### Forms

- [State of California Active Employees Enrollment Form](#)

### Resources

- [CalHR Group Legal Services Insurance Plan](#)

### Contacts:

If you have any further questions, please contact your assigned Personnel Specialist.