



**Douglas A. Ducey**  
Governor

**Craig C. Brown**  
Director

**ARIZONA DEPARTMENT OF ADMINISTRATION**

Benefit Services Division

100 NORTH FIFTEENTH AVENUE • SUITE 260  
PHOENIX, ARIZONA 85007

(602) 542-5008

October 10, 2017

EMPLOYEE NAME  
EMPLOYEE HOME ADDRESS

**RE: Benefit Notice**

Dear EE NAME:

This letter is in follow-up to numerous notifications you've received by mail over the past two months regarding your outstanding benefit balances due. Due to the lack of response and action to these notifications, your benefit(s) coverage has been cancelled effective XX/XX/XXXX. Accordingly, you are responsible for all insurance claims made on or after this date.

The Benefit Services Division strives to provide state employees with cost effective comprehensive benefits. The State is self-insured which means that the premiums collected pay for the bills incurred.

Sometimes, employees are unable to pay their benefit premiums through their paycheck deductions. To help employees in this situation, the Benefits Services Division tracks the overdue benefit premiums and communicates in a timely manner to affected employees. This allows employees the ability to manage their healthcare decisions and pay their outstanding balance with a 30-day grace period. Unfortunately, if an employee is unable to pay their outstanding balance, benefits are terminated back to the last day of payment. This is done to reduce the risk that an employee could incur bills that are uncovered by insurance.

If you are employed by the State of Arizona during Open Enrollment, you are eligible to enroll for benefits which would start January 1 of next year. If you are covered by the Family and Medical Leave Act (FMLA) at the time of benefits cancellation and you return to work while still covered by FMLA, you are eligible to request reinstatement of benefits; such request must be made within 31 days of your return to work.

If you have any questions regarding this notice, please contact the Benefit Services Division at (602) 542-5008, or 1(800) 304-3687 or email at [benefitsissues@azdoa.gov](mailto:benefitsissues@azdoa.gov).

Sincerely,

Member Services