



Arizona Department of Administration
Benefit Services Division
100 N. 15th Ave #103
Phoenix, AZ 85007

Important: Retiree Plan Year Change

June 8, 2009

Dear <retiree>:

Due to changes in our insurance contracts, we are moving our retiree benefits Plan Year from the January 1 through December 31 period to October 1 through September 30. This change will be effective October 1, 2009. The Plan Year for retirees will be the same as the active employee Plan Year.

Open enrollment will be held for both retirees and active employees from **August 10, 2009 to August 31, 2009**. We will be sending communications about the dates and locations for our benefit expos and the necessary steps you will need to take to be properly enrolled.

This change in the Plan Year period is not the only change coming. It is imperative that you read all literature and specifically enroll for each of your preferred insurances. There are significant changes in our medical services contracts and plan designs which may impact you directly.

Please read your open enrollment guide carefully before making any decisions and refer to the Enrollment Check list on the reverse side of this letter to assist you through the Open Enrollment process.

Respectfully,

Benefit Services Division
Arizona Department of Administration

Coming Soon

1. Events Calendar
2. Benefit Guide
3. Benefit Expos