



## COMPLETION OF THIS FORM MEANS THAT YOU HAVE READ AND AGREE TO COMPLY WITH THE FOLLOWING:

- Eligible Plan Participants must be active State employees.
- Under this benefit, health insurance is provided at no cost to the enrolled employees if both are full-time. If a part-time employee, the cost will be pro-rated.
- Review your current benefits and the available plans and options.
- Select the benefit options **most suited** to your personal needs.

### ENROLLMENT PROCESS:

- A Spouse Program Enrollment Form must be requested from the People First Service Center:
  - website: <https://peoplefirst.myflorida.com>
  - toll-free: 1-866-ONE-HRFL (1-866-663-4735)
- Both spouses must complete, sign and date the Spouse Program Enrollment form.
  - One Spouse must be designated “primary” and the other “secondary”.
  - The Secondary Spouse and eligible Dependents will be covered under the Primary Spouse’s coverage.
- Eligible dependents must be listed in the Dependent Section of the form.
- Both spouses must enroll in the same health plan.
- Please **MAIL** or **FAX** your completed and signed enrollment form and Qualifying Status Change form, if applicable, to the People First Service Center at the address or fax number noted below.

People First Service Center  
Post Office Box 6830  
Tallahassee, FL 32314  
FAX: (904) 828-6092

### SPOUSE PROGRAM PARTICIPATION TERMINATION:

- Both spouses must contact the Service Center within thirty-one (31) days of becoming ineligible for the Spouse Program for one of the following reasons:
  - One or both terminate employment
  - In the event of divorce or death
  - One or both retire
- If notification of ineligibility is not received within 31 days, the Spouse Program coverage will be stopped and remaining “eligible” spouse will be enrolled in family coverage covering the now “ineligible” spouse and dependent children, if applicable.

**NOTE:** In the event of divorce, if there are dependent children also being covered, both spouses will be enrolled in family coverage. Otherwise they will each be enrolled in individual coverage.