

Louisiana State Employees & Retirees Application Submission Process

All forms needed to complete the application process are linked below

1. Choose either the Prepaid or Passive PPO Plan.
2. Print and fill out the corresponding plan application.
3. Print and fill out the SED-4 Payroll Deduction Authorization form.
4. Send a copy of all forms to your HR/Payroll Department.
5. Send a copy of all forms to:
Benefits Administration
Fax (832) 415-0131 or **Email dina@fclidental.com**
6. Effective dates are the first of each month.