

## Louisiana State Employees Cancellation Process

1. If you ARE enrolled in the Cafeteria 125 Plan then you are NOT able cancel until the next open enrollment.
2. If you are NOT enrolled in the Cafeteria 125 Plan then you ARE able to cancel your plan effective the first of each month.
3. If you have terminated your position with the State, then you must cancel at the nearest first of the month.

To cancel your policy, go to the menu and print the cancellation form. Send the completed form to:

**Benefits Administration**

**Fax (832) 415-0131** or **Email [dina@fclidental.com](mailto:dina@fclidental.com)**

\*\* If you have any further questions, please contact your HR Department since they determine the plan. \*\*