



State of Louisiana  
Office of Group Benefits

Designation of OGB Coordinator

**Please read the following important information BEFORE completing this form:**

1. The OGB coordinator serves as the OGB's official point of contact for the participating agency.
2. The Office of Group Benefits (OGB) requires each participating employer to designate a coordinator and submit contact information for this coordinator to OGB, using the Designation of OGB Coordinator form (GB-74). The form is available on the Agency page of OGB's website ([www.groupbenefits.org](http://www.groupbenefits.org)) by clicking on OGB Forms on the menu toolbar.
3. The appointing authority for each participating agency shall designate the coordinator and shall submit this form annually between January 1 and 15.
4. The completed form must be signed by the appointing authority and mailed or faxed to:  
Office of Group Benefits  
Attention: Director of Agency Services  
P.O. Box 44036  
Baton Rouge, LA 70804-4036  
Fax: 225.342.9919
5. Any time the contact changes, the form must be updated to reflect the change and resubmitted to OGB within 10 working days. Failure to appoint an OGB coordinator, notify OGB of a change in the OGB coordinator, or submit required information regarding the designated OGB coordinator in a timely manner shall result in a fine up to \$100 per day.

Participating Agency Name

Participating Agency Number

**OGB Coordinator's Name**

**Job Title**

Mailing Address

Physical Address

Telephone Number

Fax Number

Email Address

\_\_\_\_\_  
Signature of Appointing Authority

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name of Appointing Authority

## RULE

**Office of the Governor  
Division of Administration  
Office of Group Benefits**

**Participant Employer Responsibilities  
Group Benefits Coordinator**

In accordance with the applicable provisions of R.S. 49:950, et seq., the Administrative Procedure Act, and pursuant to the authority granted by R.S. 42:801(C) and 802(B)(2), as amended and reenacted by Act 1178 of 2001, vesting the Office of Group Benefits (OGB) with the responsibility for administration of the programs of benefits authorized and provided pursuant to Chapter 12 of Title 42 of the Louisiana Revised Statutes, and granting the power to adopt and promulgate rules with respect thereto, OGB finds that is necessary to require each participant employer to designate an individual as Group Benefits Coordinator and point of contact for any notice, demand, communications, or payment between the participant employer and OGB, including notice and communication from OGB to plan participants. The reason for this action is to improve communications between OGB and participating employer agencies and to facilitate the administration of benefits for all OGB plan participants.

Accordingly, OGB hereby adopts the following Rule to become effective upon promulgation:

### **Title 32**

### **EMPLOYEE BENEFITS**

### **Part I. General Provisions**

### **Chapter 15. Participant Employer Responsibilities**

#### **§1501. Group Benefits Coordinator**

A. Each *participant employer* shall designate an individual as Group Benefits Coordinator and point of contact for any notice demand, communication, or payment between the *participant employer* and the Office of Group Benefits (OGB), including notice and communication from the OGB to plan participants. Such designation shall be made on a form provided by the OGB, signed by the head of the *participant employer*, providing essential contact information, including, but not limited to, name, job title, physical address, mailing address, telephone number, facsimile transmission number, and electronic mail address, and shall be submitted to the OGB between January 1 and January 15 of each year. It shall be the responsibility of the *participant employer* to notify the OGB of a change in Group Benefits coordinator during the year within ten (10) working days of a change in the designation of the Group Benefits Coordinator. Failure to appoint a Group Benefits Coordinator, notify the OGB of a change of Group Benefits Coordinator, or submit the required Group Benefits Coordinator appointment timely shall result in a fine of not more than \$100 per day.

B. As used in this section, the term *participant employer* means a state entity, school board, or a state political subdivision authorized by law to participate in the OGB program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 42:801(C) and 802(B)(2).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of Group Benefits, L.R. 29:2377 (November 2003).