

THE LOCAL CHOICE E-NEWS

Department of State and Local Health Benefits Programs

February 12, 2016

2016 Fillable Employer Data Sheet Now Available for Renewals

Submitting your 2016 Renewal preferences just got easier! The Employer Data Sheet for plan year 2016-17 is now available as a fillable PDF form. Please use this new form to assure a quick and accurate submission of your TLC renewal selections. Page headings and Items 1-15 must be completed.

[DataSheet for Plan Year 2016-2017](#)

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After you have completely filled your form(s), save them, attach the saved file(s) to an email, and send to tlc@dhrm.virginia.gov by April 1, 2016. Do not scan or fax the fillable form. If you need an extension of the due date, please contact Walter.Norman@dhrm.virginia.gov. Missing the due date will delay setting up your group for the new plan year.

The information collected from the Employer Data Sheet is important. Use these helpful hints and the HBD-Group-Factsheet posted in your Hurman reports folder to complete your Employer Data Sheet:

Item 1: DHRM Group Number

- The Agency code is 047 for government groups and 048 for school groups.
- Your DHRM Group Number is shown on the HBD-Group-Factsheet.

Item 2: Renewals

- Two renewal options available: July Renewal or October Renewal.

Item 3: Subdivisions

- Be sure to read and understand the information about subdivisions provided here.
- Current subdivisions are shown on the HBD-Group-Factsheet.

- If you have questions about existing subdivisions, adding a new subdivision, or removing a subdivision, contact tlc@dhrm.virginia.gov before the Employer Data Sheet is submitted.

Items 4- 5: Enrollee Categories

- Do not leave a category blank.
- Current categories are listed on the HBD-Group-Factsheet.
- Enter 0 for counts when a category is marked 'no'.
- Calculate and round down your group's total participation percentage.
- Check a billing method if you offer COBRA, Early Retiree, or Medicare Retiree coverage.

Item 6: Plan Rules

- If 'yes' is checked, no explanation needed.
- If 'no' is checked, TLC rules will be applied.

Item 7: Open Enrollment Period

- Enter digits for month and day.

Item 8: Plan Choice(s)

- Do not leave a plan choice blank.
- Enter both Preventive and Comprehensive premiums for each plan choice marked 'yes'. Premiums for the new plan year are in your Renewal package.
- Do not enter '\$' in amounts.
- Be sure to check all math.

Items 9-15: Contact Information

- All items must be completed.
- Current information is shown on the HBD-Group-Factsheet.