

# THE LOCAL CHOICE E-NEWS

## Department of State and Local Health Benefits Programs

February 26, 2016

### Employer Data Sheet for 2016-17 Renewal Due By April 1

By the end of February you should receive your renewal for plan year 2016-17. Inside the package is an Employer Data Sheet. This information is important and required to set-up your renewal selections in the database for the upcoming plan year. In the [February 12 ENews](#), we announced that the Employer Data Sheet is now available as a fillable form and that you must submit the fillable form rather than a faxed or scanned form. Please discard the Data Sheet form included in your renewal package and submit the new fillable Data Sheet form by April 1, 2016.

Step 1: Confirm you have a compatible reader to complete the new fillable Data Sheet. We cannot use a faxed or scanned form.

- The fillable form works best with Nitro Reader. It is a free reader and may be downloaded from this link: <http://www.gonitro.com/pdf-reader/download>.
- The form is also compatible with Adobe Reader XI Standard. It is not compatible with any other Adobe Reader version.
- If you have questions about your reader or have trouble with a reader download, contact your group's IT support. Do not contact Anne Waring or TLC.

Step 2: Collect the current plan year's HBD-Group-Factsheet(s) posted in your HuRMan reports folder and the proposed rates on the Rate Sheet included in your renewal package. Use this information to fill in your Data Sheet.

- Each group has at least one DHRM subdivision and one current plan year Factsheet. Groups with multiple DHRM subdivisions have a Factsheet for each subdivision. Remember, there must be a DHRM subdivision for each FEIN represented in your group. If you have questions about existing subdivisions, adding a new subdivision, or removing a subdivision, contact [TLC@dhrm.virginia.gov](mailto:TLC@dhrm.virginia.gov) before you submit your Data Sheet.
- Please note that the HBD-Group-Factsheet for the current year incorrectly reversed the descriptions for the High Deductible Plans.
  - Where 'with HSA' is shown on the Factsheet, it should be 'without HSA'.
  - Where 'without HSA' is shown on the Factsheet, it should be 'with HSA'.

Step 3: Select the appropriate form(s) and save them to your computer.

- Stand-alone Government and School Groups with only one HBD-Group-Factsheet need to complete pages 1-4 of the [2016-17 Employer Data Sheet](#).
- Stand-alone Government and School Groups with more than one HBD-Group-Factsheet (one for each DHRM subdivision) need to complete pages 1-4 of the [2016-17 Employer Data Sheet](#) for the entire group and the appropriate addendum(s) if required.
  - [Addendum – Page 2](#) is completed if a DHRM subdivision has different Rules.
  - [Addendum – Page 3](#) is completed if a DHRM subdivision has different Cost-Sharing.
  - [Addendum – Page 4](#) is completed if a DHRM subdivision has different Contacts.
- Combined Government & School Groups must complete two 2016-17 Employer Data Sheets – one for the Government Group and one for the School Group. Use the same instructions above for Stand-alone groups.

Step 4: Complete your saved form(s) and submit them by April 1, 2016. If you cannot meet this deadline, contact [Walter.Norman@dhrm.virginia.gov](mailto:Walter.Norman@dhrm.virginia.gov) as soon as possible. Missing the due date will delay setting up your group for the new plan year.

- Open the saved blank form(s) in Nitro Reader (or Adobe Reader XI Standard) and fill-in Items 1-15. Do not leave any item blank. Helpful hints about the Data Sheet were provided in the [February 12 ENews](#).
- Save the form after you have completed it using your group name in the file name.
- Create a new email and insert/attach the completed form to it.
- Open the email attachment to be sure it is usable. If asked to open in full screen mode, click 'No'. Your form is usable if the fields are filled and highlighted.
- Send the email with your attached form(s) to [TLC@dhrm.virginia.gov](mailto:TLC@dhrm.virginia.gov) as soon as possible and no later than April 1, 2016.

Step 5: Review your renewal letter when it arrives and report any discrepancies. TLC will send you a letter and create HBD-Group-Factsheet(s) for the new plan year by May 15 if your renewal is submitted by April 1.

**Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov)**