

THE LOCAL CHOICE E-NEWS

Department of State and Local Health Benefits Programs

March 4, 2016

Mailing Procedure for IRS 1095-C Forms Sent to Health Plan Participants

IRS 1095-C Forms required under the Affordable Care Act (ACA) are being mailed to The Local Choice (TLC) health plan participants this week. The Office of Health Benefits has set up a process for returned mail:

- The U.S. Postal Service will send returned 1095-C forms to the TLC Health Benefits Program's mailing house, which will forward them to the appropriate group Benefits Administrator.
- For plan participants who cannot be contacted, group Benefits Administrators should send returned 1095-C forms to The Department of Human Resource Management at the Office of Health Benefits, 101 N. 14th Street, 13th Floor, Richmond, VA 23219.
- These pressure sealed forms contain HIPAA-protected information on both participants and dependents. It is the group Benefits Administrator's responsibility to ensure confidentiality in handling. Forms sent to DHRM should be packaged securely when sent through the mail.

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at tlc@dhrm.virginia.gov