

# THE LOCAL CHOICE E-NEWS

## Department of Human Resource Management State and Local Health Benefits Programs

***December 14, 2018***

### **Introducing the Commonwealth's Senior Specialist for The Local Choice (TLC) Program**

We are pleased to announce that Freddie Oliver has accepted the position of TLC Senior Benefits Specialist. Freddie brings a wealth of health plan experience to the position and will be working closely with Ann Wohl, TLC Program Manager, to support TLC Benefits Administrators. Please contact Freddie at [freddie.oliver@dhrm.virginia.gov](mailto:freddie.oliver@dhrm.virginia.gov) with any questions, including TLC policy, eligibility and benefits.

Help us welcome Freddie to the TLC team! Please let him know how he can assist you.

### **REMINDER! Keep your TLC Contact Information Up to Date**

We have sent out several E-News articles recently regarding ACA reporting procedures and deadlines. If we don't have correct contact information, you will miss important information and may miss critical deadlines. Remember to use the [Group Data Change form](#) for changes to contact information.

### **Effective Dates for New Hires**

As stated on the TLC Enrollment Form, new employees must enroll in health plan coverage within 30 days of their date of hire or the date of eligibility for coverage if there is a waiting period. The 30-day enrollment period begins on the first day of employment or eligibility for coverage and ends on the 30<sup>th</sup> day. When enrollment is received by the deadline, coverage takes effect the first of the month coinciding with or following the date of employment or the attainment of eligibility.

For example, if an employee begins employment on January 2 with no waiting period, and they enroll within the 30-day window, their coverage will be effective on February 1. If the last day of a waiting period is February 2, they would be eligible on February 3, and if they enroll within the 30-day window, coverage would begin on March 1.

## **New – Benefits Administrator Training**

In an effort to provide support to TLC benefit administrators, we have created a PowerPoint presentation to assist you with the “Basics” of TLC forms and procedures, and a copy is attached for your reference. In addition to also posting this on the TLC web site in the near future, we will be scheduling some training sessions by phone to review this presentation and take questions. We are excited about providing this resource to our TLC Benefits Administrators and hope that the presentation will be a useful reference pending the training session. Look for more information soon, and please be thinking about topics for future discussion!

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