

# THE LOCAL CHOICE E-NEWS

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

February 26, 2018

### TLC Renewal Preparation – Items for Your Attention

There are important preparations that The Local Choice (TLC) groups need to make in advance of the spring TLC renewal. Please review the information and instructions below.

#### TLC Contacts Report

In an effort to ensure accuracy, please review the attached TLC Contacts Report. The report is sorted by group name and then by group number. Some groups have only one DHRM group number while others have more than one DHRM group number.

- There must be a separate group number for each FEIN included in the group. This is important for ACA Employer reporting. If a FEIN needs to be added or removed, notify DHRM immediately.
- Each group number has a mailing address, shipping address and contacts. Group contacts have access to DHRM's HuRMan for group reports and are on the TLC E-News distribution list.
- It is the responsibility of each group number to keep their contact information up-to-date. When corrections are required, submit a [2018-19 Group Data Change form](#).
- It is the responsibility of the primary group to submit the Online DataSheet at renewal on behalf of the entire group. The Online DataSheet should be available by March 5.

#### Employer Data Worksheet

It is recommended that the [2018-19 Employer Data Worksheet](#) be completed in advance of submitting the Online DataSheet. Please refer to the attached instructions for completing the Worksheet.

- When a group has only one DHRM group number, complete pages 1-3.
- When a group has more than one group number, the primary group should complete page 1 and collect pages 2-3 from each of the group's subdivisions.
- Page 4 is not required at renewal.

If you have questions about the TLC Contact List or Employer Data Worksheet, contact Ann Wohl at [ann.wohl@dhrm.virginia.gov](mailto:ann.wohl@dhrm.virginia.gov).

#### Attachments:

TLC Contact Report

[2018-19 Group Data Change form](#)

[2018-19 Employer Data Worksheet](#)

Instructions for Worksheet

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