

# THE LOCAL CHOICE E-NEWS

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

March 8, 2018

### TLC Renewals – Next Steps

This is the second in a series of E-News communications about TLC Renewals. Please refer to the first one, dated February 26, for TLC renewal preparation steps including initial information about the TLC Contacts Report and the Employer Data Worksheet.

### Employer Data Worksheet Clarification

There have been some questions about #7 on Page 2 of the 2018-19 Employer Data Worksheet. In an effort to ease the confusion, we have revised this item:

7. TLC requires that all groups are subject to the TLC enrollment and election change time limits for initial enrollment, mid-year election changes and terminations as described on the TLC Enrollment Form and in the Member Handbooks. The only exceptions are groups that have their own Plan Document defining more restrictive qualifying mid-year event rules, or groups with enrollment rules that take into consideration a waiting period which cannot be more than 90 days.

TLC requires that an Initial Enrollment request be received within 30 days of beginning employment or from the end of the waiting period, if applicable. Does this group have a plan document that allows an enrollment period greater than 30 days (not more than 60 days) from the date of hire or end of waiting period?

Yes No

TLC requires that a Qualifying Mid-Year Event (QME) change request be received within 60 days of the event. Does this group have a plan document that requires a window more restrictive than 60 days to report a QME? Yes No

### Submitting the Online DataSheet

The Online DataSheet is now available. The primary group is responsible for submitting the Online DataSheet at renewal on behalf of the entire group. Follow these instructions:

1. Select a contact and submit the online DataSheet by April 1. October renewals may delay until June 1 if needed.
  - A deadline extension must be requested and approved by [Ann.Wohl@dhrm.virginia.gov](mailto:Ann.Wohl@dhrm.virginia.gov) prior to the deadline. An extension only provides an additional 29 days for submitting the online DataSheet (April 30 for July renewals and June 30 for October renewals).
  - Any one of the four contacts for the primary group may submit the renewal.
  - Only the four primary group contacts have access to the online DataSheet.
2. Go to SecurePass at this URL: <https://hurman.dhrm.virginia.gov/Portal> and login or register an account. After you login, click on 'Applications' and select 'DataSheet'.
  - Refer to the attached 'Helpful Information about using SecurePass' if you need assistance.

- Remember, your SecurePass user name and password is different from your HuRMan user name and password.
  - The SecurePass credentials you used in January for the ACA Certification are still active.
3. After you select 'DataSheet' in SecurePass, you arrive in Health Benefits Direct. Click on 'DataSheet', then click on 'Create Renewal' and complete Sections 1-3 of the online DataSheet.
- Each section has multiple tabs; all sections and all tabs must be complete to submit.
  - Required data that is invalid or incomplete is in red with an asterisk (\*).
  - Use the 2018-19 TLC Employer Data Worksheet and instructions, included in the E-News dated February 26, if you have questions about completing the DataSheet. Contact [Ann.Wohl@dhrm.virginia.gov](mailto:Ann.Wohl@dhrm.virginia.gov) if you need more assistance.
4. After you submit the online DataSheet, download a copy your records. When the renewal is approved, DHRM will send you a confirmation email.

Attachments:

[Link to E-News dated February 26](#) (includes revised [2018-19 TLC Employer Data Worksheet](#) and instructions)

Helpful Information about using SecurePass – updated March 1, 2018

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).