

THE LOCAL CHOICE E-NEWS

Department of Human Resource Management State and Local Health Benefits Programs

April 3, 2018

Renewal Data Sheet Tips

If You Have Not Submitted Your Renewal Data Sheet Yet, Following Is Some Information That May Be Helpful:

1. If you try to submit and are unable to do so, look to see if you have an asterisk (*) showing on either Section 1 or Section 2. That will indicate where something is incomplete.
2. In the "Plans" tab of Section 2, you must answer every question. Enter "none" if you are not offering that plan (such as HDHP or Medicare plan).
3. Under "Classifications," please review your selections carefully. An incorrect selection may cause a participant to lose their coverage.
4. Every submission is reviewed and compared to last year's submission. Please review your selections carefully before you submit. Many submissions are not selecting to offer coverage to Survivors of Early Retirees and Survivors of Medicare-eligible retirees even though it is currently offered. Also, many submissions are selecting a different billing method for COBRA and/or Retirees. When submissions are incorrect, they must be rejected and resubmitted, which delays approval. At this point, 40% of submissions have had to be rejected.
5. Many of you have asked what is a "split contract"? This has never been a line item on the data sheet but it is not new. If you offer coverage to retirees eligible for Medicare and one of the family members is enrolled in your Medicare supplement plan but the other is not eligible for Medicare and remains in your Key Advantage or HDHP, that is a "split contract". If you offer coverage to retirees eligible for Medicare, this automatically defaults to "yes" in the system.
6. We are not able to confirm by email or call that we have received your submission. However, you can confirm by logging back in where you will see "submitted" or "approved." We are approving them as quickly as we can.
7. The employer contribution for Preventive Dental needs to be entered in the system or you will not be able to submit. The employer minimum contribution for Preventive Dental is based on the Comprehensive Dental premium. The minimums are shown in the system. The employer contribution for Preventive Dental should be the same as it is for Comprehensive Dental.
8. Don't forget to order your Open Enrollment packets from the vendors: Anthem, Delta Dental and Kaiser.

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