

THE LOCAL CHOICE E-NEWS

Department of Human Resource Management State and Local Health Benefits Programs

February 26, 2019

TLC Renewal Preparation and Submission

To help you prepare for your upcoming renewal submission and Open Enrollment, please carefully review the following information and instructions in order to successfully complete your renewal.

Remember – for July renewals, your renewal must be submitted electronically by April 1, 2019 unless you have requested an extension.

To request a 30 day extension, please send an email to Ann Wohl (ann.wohl@dhrm.virginia.gov) or Freddie Oliver (Freddie.oliver@dhrm.virginia.gov). Remember, an extension only extends the deadline for you to complete your submission. It does not extend the 90-day requirement for written notice to terminate your participation should you choose to do so.

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. Based on individual group organization (see Worksheet for more information), some groups have only one DHRM group number while others have more than one DHRM group number.

Each group number may have up to four (4) contacts which are listed on this report.

It is the responsibility of each group listed to keep their contact information up to date. When changes are needed, submit a **Group Data Change Form**. (See attached). Failure to update this information may result in a delay in your renewal.

Only one of the contacts of the primary group can submit the Online Data Sheet on behalf of the entire group. Non-primary group contacts may not submit.

Employer Data Worksheet

You will need to submit your renewal electronically via SecurePass. A **2019-20 Employer Data Worksheet** is attached for your reference. Instructions for completion of your renewal are included with the worksheet.

For guidelines regarding calculation of employer minimum contributions, please refer to Step 6 (Premiums) of the instructions.

The worksheet is in the format of the online submission. You may find it useful to organize the required information on the worksheet so that you have all information ready for your online submission.

The worksheet can also be used to provide complete information from a non-primary group to the primary group for submission.

Online Submission

We will let you know when your group's rates have been loaded into our online system. At that time, we will provide you with detailed instructions to access SecurePass which is where the Online Data Sheet can be found.

If you have any questions, please contact Freddie Oliver at Freddie.Oliver@dhrm.virginia.gov

Thank you for your attention to this important information.

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