

# THE LOCAL CHOICE E-NEWS

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

*April 15, 2014*

### **Revised Regulations for Summaries of Benefits and Coverage**

The Affordable Care Act (ACA) regulations now require that a copy of the Summary of Benefits and Coverage (SBC) for the current plan in which an employee participates be printed and provided to the member. Rather than require all groups to print the SBC, The Local Choice will print SBCs and distribute to TLC groups for distribution to members. If preferred, you may print and distribute the SBCs on your own.

TLC will send the SBCs to groups in two installments. The first supply will go this month to groups with July renewals, and the second in July or early August to groups with October renewals.

While employees only need to receive the SBC for the plan in which they participate, they also should be told where to find other SBCs if interested. All TLC SBCs will be posted soon on the TLC website at [www.thelocalchoice.virginia.gov](http://www.thelocalchoice.virginia.gov).

### **Online Data Entry by TLC Groups Postponed**

Since The Local Choice groups are dealing now with Open Enrollment issues, online data entry at the group level has been postponed until July 1. You need time to catch your breath!

During this Open Enrollment period, please follow these steps:

- 1) Use the new [TLC Enrollment Form](#) to make enrollment changes or waive coverage. Be sure ALL sections are completed and that all information is legible:
  - **Part 1:** Must be completed and signed by the employee, retiree, survivor or Extended Coverage/COBRA Qualified Beneficiary.
  - **Part 2:** Check the Open Enrollment box in Part2F.
  - **Part 3:** Must be completed by the employee, retiree, survivor or Extended Coverage/COBRA Qualified Beneficiary.
  - **Part 4:** To waive coverage under the TLC plan, check Part 4A. To be enrolled in TLC coverage, check Part4B and the plan of your choice. List all persons to be covered and include a relationship code for each person.
  - **Part 5:** Must be completed by the benefits administrator. Be sure to fill in all the information.
- 2) Use the new [TLC Group Adjustment form](#) to terminate coverage for an employee, retiree, survivor, or Extended Coverage/COBRA Qualified Beneficiary. This also terminates coverage for all dependents.
- 3) Use the [Personal Data Change form](#) to make corrections to current data.
- 4) Be sure to keep the original form and all supporting documentation at your office. Only send to TLC copies of forms that require changes in the database. Use the TLC fax number or regular mail at the bottom of each form as the most secure way of sending forms to TLC. Forms received by email are also accepted.

- 5) Open Enrollment forms received between May 1 and May 31 will be reflected on your July bill which is created on June 10. Open Enrollment forms received after May 31 may be delayed until your August bill. ID cards should arrive before July 1 if the May 31 deadline is kept.
- 6) *Helpful Processing Suggestions:*
  - a. Compare Open Enrollment forms received to the latest Enrollment Report found in HurMan to identify those with changes. Send those with changes to TLC for keying into the database.
  - b. Compare the form sent to TLC for keying into the database to the BES Turnaround Report to identify keying errors. The BES Turnaround Report is created once the form is keyed. Please allow ample time for keying during this busy period. Report to [TLC@dhrm.virginia.gov](mailto:TLC@dhrm.virginia.gov) any keying errors. Be sure to include the ID number.
  - c. The Enrollment Report created on June 24 will reflect your July 1 total enrollment as it stands in the database on June 23.

The steps above are also attached to this E-News issue, so that you can easily refer to them when needed.

***Delta Dental Mails Postcards on Dental Check-ups***

In an effort to stress the importance of regular dental care, Delta Dental has developed a series of postcards that are being mailed to Key Advantage and TLC HDHP members every two weeks through early April. The first postcard, on the importance of dental preventive care, was mailed in late February. View the link to the file below. Other postcard topics include fluoride and sealants for children (mailed March 13), periodontal disease (scheduled mailing on March 27) and dental care for pregnant women (scheduled for mailing April 10).

<http://communique.agencies.virginia.gov/Various/Delta%20Dental-TLC.pdf>

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