



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Group Administrator Memo #11-04

To: TLC Group Benefits Administrators
From: State and Local Health Benefits Programs
Date: June 8, 2011
Re: Time Frames for Enrollment and Health Plan Changes

The Local Choice Health Benefits Program policy in the past has required employees to submit a request to enroll for health benefits within 31 days of their employment, with coverage beginning the first of the month following enrollment. Additionally, employees had to add or drop dependents within 31 days of a qualifying mid-year event (QME) such as birth, marriage or divorce.

To provide more flexibility and better accommodate the needs of employees, effective July 1, 2011 (or October 1, 2011 for certain School Groups), The Local Choice has revised the plan's time frames for submitting enrollment forms when employees are newly eligible or have a QME. Please see the attached document for full details and examples.

Important: There is no change to the initial enrollment window for new retirees (31 days from retirement date).

Enclosure