2014-15 Open Enrollment
The Local Choice Health Benefits

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 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.