

Subdivision Name: \_\_\_\_\_ DHRM Group Number: Agy: \_\_\_\_\_ Grp: \_\_\_\_\_ Sub \_\_\_\_\_

4. Check 'yes' or 'no' for each enrollee category to be offered coverage. If 'yes' is checked, enter the current counts and calculate the total participation percentage. Enter '0' if no one is included in a category.

Enrollee Category	Offer Coverage?	Billing Method	Enter Enrolled Count	Enter Waived Count	Enter Eligible Count (Enrolled + Waived)
Full-time Employees: TLC requires 20 minimum hours per week	Yes No	Bill the Group			
Elected Officials with full-time premium:	Yes No	Bill the Group			
Part-time Employees: TLC requires 20 minimum hours per week	Yes No	Bill the Group			
Elected Officials with part-time premium:	Yes No	Bill the Group			
Enter Total Participation: (Sum each column.)					
Enter Total Participation Percentage: (Divide the Enrolled Count Total by the Eligible Count Total and round down)					%

5. Check 'yes' or 'no' for each enrollee category to be offered coverage. If 'yes' is checked, enter the current counts and select a billing method if an option is given. Enter '0' if no one is included in a category.

Enrollee Category	Offer Coverage?	Enter Enrolled Count	Select Billing Method
Survivors of Employees and Elected Officials: If selected, survivors continue in the same coverage and with the same employer premium contribution for one extra month. This option is intended for a group unable to offer Extended Coverage/COBRA coverage.	Yes No		Bill the Group
Extended Coverage/COBRA Qualified Beneficiaries: Applies to an employer that has at least 20 employees or more than 50 percent of its typical business days in the previous calendar year.	Yes No		Bill the Group Third-Party Administrator* Direct Bill the Member
Early Retirees - not eligible for Medicare: Must be at least age 55 with 5 years of service with your group or age 50 with 10 years of service with your group. Groups that offer coverage to Medicare Retirees must offer coverage to Early Retirees; there can be no gap in coverage.	Yes No		Bill the Group Third-Party Administrator* Direct Bill the Member
Medicare Retirees – eligible for Medicare: Enrollee participation in Parts A, B and D of Medicare is required to receive maximum benefits. If you choose not to cover your Medicare retirees, coverage ends for the retiree and all covered dependents with the retiree's Medicare eligibility.	Yes No		Bill the Group Third-Party Administrator* Direct Bill the Member
Survivors of Retirees:	Yes No		Billed as Early Retiree or Medicare Retiree based on plan selected

\* When a Third-Party Administrator (TPA) is used, Direct Bill the Member is not permitted.

6. Does this group have a plan document with stricter rules for enrollment or election changes than the TLC rules? Yes No  
The TLC Enrollment form describes in general terms when enrollment or election changes may be made under TLC rules. It is the responsibility of the employer group with stricter rules for enrollment or election changes than TLC to enforce those rules.

7. Enter Open Enrollment Period dates. Begins: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Ends: Month: \_\_\_\_\_ Day: \_\_\_\_\_

TLC requires an Open Enrollment period no longer than 30 days between April 1 and May 15 for groups effective 7/1 and between July 28 and September 10 for groups effective 10/1. New groups, effective mid-plan year, must have the Open Enrollment Period approved by the TLC Program Manager prior to the effective date.