



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

Group Administrator Memo #04-02

To: Group Benefits Administrators
From: Charles S. Reed, Associate Director
State and Local Health Benefits Programs
Date: February 26, 2004
Re: The Local Choice (TLC) Regional Meetings

TLC Regional Meetings Begin March 8

We are pleased to, once again, provide TLC groups the opportunity to attend one of our annual regional meetings. Our goal is to provide information on the 2004-05 TLC health benefits program and to get your input on how we can better serve you. As you know, TLC is adding three new vendors to administer our programs and we want to make sure you have the opportunity to get complete information. These meetings will be held between March 8 and March 25, 2004 throughout the Commonwealth.

Please make plans now to attend the meeting most convenient for you. As always, we hope you will bring others within your organization that might benefit from our training. The information gained in our discussions should prove well worth your time.

Take special note that an afternoon session is scheduled for our meetings in Portsmouth and Chester. Susan Jones of the Office of Health Benefits will present a detailed explanation of Extended Coverage (COBRA). We know that if your group is eligible to offer COBRA, you won't want to miss this opportunity. We will expand our schedule to other areas of Virginia if you feel additional training is worthwhile.

You will find attached a copy of our meeting schedule. If you plan to attend either the regional meeting or the training session, please let us know so that we may have adequate seating arrangements. Contact Walt Norman via e-mail at wnorman@dhrm.state.va.us or call (804) 786-6460 to reserve your spot. Don't miss these training sessions and your chance to ask questions about The Local Choice. We look forward to seeing you.

TLC Materials Order Form

Also attached is a copy of the TLC Self-Funded Plans Materials Order Form for you use with 2004-05 renewals. Note the fax number on the form is to order Anthem Blue Cross and Blue Shield materials. Materials for Medco Health Services, Delta Dental or ValueOptions may be ordered using the toll-free numbers indicated. For Medco materials, please provide the form number.

Enclosures