

THE LOCAL CHOICE E-NEWS

Department of Human Resource Management State and Local Health Benefits Programs

March 10, 2020

By now, all TLC groups should have received their renewal from their Anthem representative. If your group has not received its renewal, please let us know.

To help you prepare for your upcoming renewal submission and Open Enrollment, please review the following information and instructions, and **be sure to note the important deadlines provided below.**

- Attached is an Employer Data Worksheet. **Use of the worksheet is not required**, but it is in the format of the online submission and may be useful in gathering and organizing the information required to submit your renewal. Instructions for completion of our renewal are included with the worksheet, including guidelines regarding calculation of employer minimum contributions (see Step 6/Premiums in the instructions).
- As in the past, you are **required** to submit your renewal selections electronically via SecurePass once your rates are loaded. We will let you know when they are available and will provide detailed instructions for accessing SecurePass.
- Any of the contacts we have on file can submit your renewal. If you need to change your contacts, please submit a Group Data Change form.
- In the interim, you can select your open enrollment period, up to 30 days, within the following parameters:
 - July renewals must select an open enrollment period between April 1 and May 15.
 - October renewals must select an open enrollment period between July 28 and September 10.

This period should be submitted along with your renewal.

- Don't forget to include your COBRA and retiree participants in your Open Enrollment communications.
- Remember, **all enrollment forms must be signed and dated during the designated open enrollment period**, and no form is necessary if the employee/retiree is not making a change.
- It is the group's responsibility to order open enrollment materials and schedule open enrollment meetings. Representatives from the administrator(s) are available to assist.

NOTE THE FOLLOWING DEADLINES:

April 1 – Deadline for July renewals to be submitted electronically.

July 1 – Deadline for October renewals to be submitted electronically.

You may request a 30 day extension of these deadlines by sending an email to Freddie Oliver (Freddie.Oliver@dhrm.virginia.gov) or Ann Wohl (Ann.Wohl@dhrm.virginia.gov). Remember, an extension only extends the deadline for you to complete your submission. It does not extend the 90-day requirement for written notice to terminate your participation should you choose to do so.

May 31 – Deadline for all open enrollment forms for July renewals to be sent to TLC/DHRM.

PLEASE ONLY SEND FORMS IF THERE IS A CHANGE REQUESTED.

How to order open enrollment materials:

Anthem: **Use the NEW online portal, instructions attached.**

Delta Dental: Use attached order form.

Kaiser (if plan is offered): send email with number of packets needed to Julie.K.Brosnan@kp.org

Optima (if plan is offered): send email with number of packets needed to MKTRIMM1@sentara.com

If you have any questions, please let us know.

Please do not reply to this e-mail. You may send inquiries to tlc@dhrm.virginia.gov.