

THE LOCAL CHOICE E-NEWS

Department of Human Resource Management State and Local Health Benefits Programs

February 24, 2021

Upcoming TLC Renewal Preparation

In preparation for your upcoming TLC RENEWAL, please note some important information.

All TLC groups should receive their renewal from Anthem by the end of February. If you do not receive it or have questions about your renewal rates, please contact your Anthem representative.

1. New this year, we are hosting a **"Renewal Process"** webinar. We will be walking through each step of the renewal Data Sheet to assist with making your selections. We are having two sessions as noted below. Please only register for one session. If you are unable to attend, we will be recording the webinar.

Please register for TLC Renewal Process on Mar 4, 2021 1:00 PM EST at:

<https://attendee.gotowebinar.com/register/2897694038889926927>

Please register for TLC Renewal Process on Mar 9, 2021 10:00 AM EST at:

<https://attendee.gotowebinar.com/register/5576576054640594703>

After registering, you will receive a confirmation email containing information about joining the webinar.

2. As in the past, you are required to submit your renewal selections in our system, via SecurePass, after your rates are loaded.
 - We will provide detailed instructions to register for access to our system.
 - 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.

3. Now is the time to plan your agency's Open Enrollment period. You must select your Open Enrollment period (which can be no longer than 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;**
 - Your Open Enrollment dates will be submitted to us when you submit your renewal.
 - **ALL enrollment forms must be signed and dated during your designated Open Enrollment period.**
4. Instructions for ordering Open Enrollment materials was included in your renewal.
 - You are responsible for informing your participants of your Open Enrollment dates, what plans are offered, the cost for coverage and how to make changes.
 - Don't forget to include your COBRA and retiree participants in your Open Enrollment communications. Even if they are set up as "direct bill," they are still part of your group.
5. Only send us enrollment forms for participants who are making Open Enrollment changes.

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 TLC@dhrm.virginia.gov

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

PLEASE ONLY SEND ENROLLMENT FORMS IF THERE IS A CHANGE REQUESTED.

If you have any questions, please direct your questions to TLC@dhrm.virginia.gov

Please do not reply to this e-mail. You may send inquiries to The Local Choice mailbox at tlc@dhrm.virginia.gov.

DRAFT FOR E-NEWS FOR TLC

Link for rescheduled TLC Virtual Meeting on Thursday, 02/25

Please register for TLC Virtual Regional Meetings-Rescheduled from February 18, 2021 on Feb 25, 2021 11:00 AM EST at:

<https://attendee.gotowebinar.com/register/7124439936921241615>

After registering, you will receive a confirmation email containing information about joining the webinar.

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