



## THE LOCAL CHOICE E-NEWS

### Department of Human Resource Management Office of Health Benefits

June 14, 2023

All TLC groups that renew in October must submit renewal selections in Cardinal by:

**July 1, 2023**

For detailed instruction on entering annual plan changes in Cardinal using the TLC Data Sheet refer to the [BN361 TLC Data Sheet Locality](#) job aid.

#### TLC Cardinal Access

As a Core user, you are required to access the Cardinal application every 90- days or your Core system access will be removed. Based on your inactivity you no longer have access to Cardinal. To regain your locality access, you must complete a new Cardinal Security Access Form. You may download and fill out the form for Locality Access here: [Locality Security Access Form \(SE-LOCALITY-001\)](#).

Instructions can be found here: [Instructions for Security Access Form \(SE-LOCALITY-001\)](#)

Your completed forms must be submitted to [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov) for further review and approval by the Chief Security Officer (CSO) before the final submission to Cardinal Security.

#### 2023-24 Renewals

To ensure that your renewal is received timely, the TLC staff will enter your renewal selections in Cardinal on your behalf.

**Please complete and submit the attached TLC Employer Datasheet to [TLC@dhrm.virginia.gov](mailto:TLC@dhrm.virginia.gov) by July 1, 2023. Please note the following in the subject line- “2023-24 TLC Datasheet”**

***Please do not reply to this e-mail. You may send inquiries to The Local Choice mailbox at [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov).***