



THE LOCAL CHOICE E-NEWS

Department of Human Resource Management Office of Health Benefits

June 13, 2024

**** IF YOU ARE A JULY TLC GROUP- PLEASE
DISREGARD THE MESSAGE BELOW****

Groups that have a plan year for July 1- June 30 have completed the renewal requirements for the 2024-25 plan year- no further action is required.

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

July 1, 2024

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 for further review and approval by the Chief Security Officer (CSO) before the final submission to Cardinal Security.

2024-25 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 by July 1, 2024. Please note the following in the subject line- “2024-25 TLC Datasheet”.

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