



## THE LOCAL CHOICE E-NEWS

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

May 14, 2025

#### Open Enrollment Coming Soon May 16- 30, 2025!

Exciting News! It's almost time for the annual Open Enrollment period May 16–30, 2025 when your employees can make their health plan elections to change their health plan, add or remove family members or waive coverage under the TLC Program.

Elections made during this period, changes to premiums and health benefits will take effect July 1, 2025.

Employees can make elections beginning May 16 using [Cardinal HCM](#) or by submitting a completed [enrollment form](#) to Human Resources by close of business on Friday, May 30, 2025.

Remember, no election is required if there are no health plan coverage changes. Enroll or make changes on time! The deadline is Friday, May 30, 2025.

#### Election Changes Due to DHRM: close of business, Friday, June 13

**Please note: Due to the Open Enrollment date change, the TLC invoice will be released a week later- on June 17, 2025. Your Open Enrollment changes may not be captured when the July invoice is produced. We ask that you pay as billed, and any changes or credits will be reflected on the August 2025 invoice.**

#### Open Enrollment(OE) Materials

***The TLC Materials Ordering Platform will be live starting May 16, 2025.*** There is a new “Digital Download Only” option for your Enrollment packages this year. Instructions for ordering the OE packages (Printed & Download PDF versions) are included on the website under the “User Guide”. While the standard turnaround time for delivery of printed Enrollment packages is 10 business days, you may experience delays this year due to the shortened window of time for the site to be open. We encourage the use of Digital PDF Downloads, when possible.



