



THE LOCAL CHOICE E-NEWS

Department of Human Resource Management Office of Health Benefits

May 27, 2026

TLC Open Enrollment

The open enrollment period for all groups that renew on **July 1, 2026**, closed on May 15. The election changes were due to DHRM by Friday, May 22. Please submit all changes to TLC@dhrm.virginia.gov immediately to minimize delays. All July 1 changes will be processed in order of receipt.

Things you can do to manage your enrollment changes:

Review reports to be sure enrollment information is accurate. Reports can be run at any point

• [TLC Running the Cardinal Enrollment Report](#): The report provides a list of all employees and COBRA members enrolled in healthcare on a specific date.

[TLC Running the Benefit Enrollment Changes Report](#) : The report provides a list of employees who are enrolled in benefits or made changes to existing benefits within a specific date range.

[TLC Reviewing the Health Benefits Page](#)- A core user can access and review the Health Benefits Page in Cardinal.

Locality Access Information

- [Cardinal Form SE-LOCALITY-001 Instructions](#): Instructions on how to properly submit a Cardinal Locality Access Form.
- [Security Locality Access Form](#): The Access Form must be submitted to TLC to gain applicable security access roles.

Open Enrollment for October Groups

As a reminder, the open enrollment period will be August 3-17, 2026, for all groups that renew on **October 1**. This is the employee's opportunity to make changes to the health plan and/or membership. **All changes are due to DHRM by Friday, August 21, 2026.**