



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**Group Administrator Memo #22-03**

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**To:** TLC Group Benefits Administrators  
**From:** State and Local Health Benefits Programs  
**Date:** October 7, 2022  
**Re:** Dependents Who Lose Eligibility at the End of 2022

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Dependent children who are otherwise eligible for The Local Choice Health Benefits Program lose eligibility at the end of the year in which they turn age 26. Dependents that are ineligible due to age will be removed from coverage effective January 1, 2023, and the employee's or retiree group participant's membership will be reduced appropriately.

Although we do not need a new Enrollment Form for this reduction, you may want to have the member complete a form for your files.

Be sure to reconcile your payroll system with Cardinal to ensure that correct premiums are being deducted. The Local Choice Health Benefits Program will continue to allow children who are incapacitated to remain covered dependents as long as they remain incapacitated and meet the eligibility criteria found below:

- the incapacitation existed prior to the loss of eligibility due to age,
- the dependent resides full time with the employee, retiree group enrollee or other natural or adoptive parent,
- the dependent is not married,
- the dependent receives his or her financial support from the employee/retiree,
- the dependent remains continuously covered on a parent's employer group coverage, and
- the plan administrator approves continued coverage.

It is the employee's or retiree's responsibility to contact the plan directly for the necessary paperwork to begin the request for continuation process for incapacitated dependents who are age 26 and losing coverage. Completed requests must be received by the plan prior to January 1, 2023.

Members enrolled in:

- Key Advantage, TLC HDHP or a plan that coordinates with Medicare must contact Anthem at 1-800-552-2682.
- Kaiser Permanente must contact Kaiser at 1-800-777-7902.
- Optima Health must contact Optima at 866-846-2682.

Group Benefits Administrators are responsible for immediately notifying employees or retiree group enrollees whose children will lose eligibility on January 1. Attached are sample letters you may use to notify affected participants. In the retiree group, letters should be sent to the original participant. A report showing the affected employees/retirees and dependents is available in Cardinal.

The navigation path to the report: **Navigator > Benefits > Reports > Audits > Benefit Eligibility Audits**

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NPUT / SEARCH CRITERIA: Company (Leave Blank for All) Report Type Parameter (check Dependent Child Approaching 26)

OUTPUT FORMAT: PDF

Please remember that dependents may be entered into Cardinal after the initial report is requested. We recommend running the report again prior to the end of the year. You may contact Cardinal at [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) for assistance with accessing the report.

If timely application for continued coverage for an incapacitated dependent child is made and the approval is not received by December 31, 2022, the child will be removed from coverage. Dependents removed from The Local Choice Health Benefits program upon reaching age 26 can only re-enroll in coverage in one very limited situation. Upon approval for continuous coverage, the incapacitated dependent may be reinstated retroactively to January 1, 2023.

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