

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Group Administrator Memo # 24-02

To: TLC Group Benefits Administrators

From: State and Local Health Benefits Programs

Date: August 8, 2024

Re: 2024 TLC In person Benefits Administration Training

TLC Benefits Administration Training Beginning September 16, 2024

TLC localities will have the opportunity to attend the ****In-Person**** Benefits Administration Regional Training. We will provide information on the 2024-25 TLC health benefits program. The training will provide information regarding policy and provisions, plan offerings and much more!

There are six locations and a total of six sessions that will be held between September 16 and October 3 throughout the Commonwealth. The training session schedule and registration will be posted at: <https://www.thelocalchoice.virginia.gov/communications/regionalmeetingschedule.html>.

Each Group Benefits Administrator must register individually. The registration is limited to 2 Group Benefits Administrators per locality. **Please note the training hours at Roanoke Higher Education Center, Roanoke, VA 24016.** After you complete your registration, you will receive a confirmation.

Registration will open at 8:30 a.m. Monday, August 12 and end at 5:00 p.m. Friday, August 23.

We look forward to seeing you at these informational sessions. If you have any questions, please contact the TLC Policy Team at TLCPolicy@dhrm.virginia.gov.

Please make plans now to attend the training within your region. We look forward to seeing you!

Please do not reply to this e-mail. If you have questions, please contact The Local Choice Policy Team mailbox at TLCPolicy@dhrm.virginia.gov.