

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Group Administrator Memo # 25-03

To: TLC Group Benefits Administrators

From: State and Local Health Benefits Programs

Date: September 2, 2025

Re: 2025 TLC In-Person Benefits Administration Training

TLC Benefits Administration Training Beginning September 22, 2025

TLC employer groups will have the opportunity to attend the ****In-Person**** Benefits Administration Regional Training. We will provide information on the 2025-26 TLC Health Benefits Program. The training will also 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 22 and October 15 throughout the state. The training session schedule and registration link are below.

[TLC Regional Meeting Schedule](#)

Each Group Benefits Administrator must register individually. The registration is limited to 2 HR Professionals per locality. You will receive an email confirmation upon registration. All training sessions are 8:30 am-4:30 pm. Please arrive on time as we have a lot of information to cover.

Registration will open at 8:30 a.m. on Friday, September 5 and close at 5:00 pm on Friday, September 19.

Please make plans now to attend the training within your region.

We look forward to seeing you!

If you have any questions, please contact the TLC Policy Team at **TLCPolicy@dhrm.virginia.gov**.