

BENEFITS BULLETIN

TML Intergovernmental Employee Benefits Pool
PO Box 140644, Austin, TX 78714-0644 • 800.348.7879 • www.tmliebp.org



Eligibility Audit Begins Next Week

This month, you received a spreadsheet listing all employees and dependents currently enrolled with TML Intergovernmental Employee Benefits Pool (TML IEBP). We ask that you review the spreadsheet with particular attention to the following:

- Are all benefit eligible employees, dependents (and elected officials, if applicable) listed?
- Are any terminated employees or dependents still on the list?
- Are the mailing address and phone number correct?
- Are the employees on the list actively at work?
- Are all salaries listed current?

To ensure the delivery of appropriate healthcare services, TML IEBP must maintain current information on file at all times. Audit results are due March 1, 2008.

TRICARE UPDATE

TRICARE released new regulations that prohibit offering any incentive to individuals currently enrolled in TRICARE's program. Therefore, individuals currently enrolled on the Alternate Plan cannot also be enrolled in TRICARE. If you identify any employees that fit this scenario, a change/termination form must be submitted to remove them from the alternate plan.

The TRICARE active employee's participation will not be required under the 100% participation procedure.

Are You Using Your Administrative Manual?



The Administrative Manual is an essential resource for anyone whose task is to handle the day-to-day benefit concerns of their employees. It contains step-by-step instructions and information on how to manage hiring new employees, terminating employees, changing coverage, open enrollment issues, etc. It is imperative that this manual be referred to on an ongoing basis. A copy of the administration manual can be found online at www.tmliebp.org/pdfs/Admin_Manual.pdf or, if you prefer one be sent to you in the mail, please email your request to register@tmliebp.org.

Eligibility – Frequently Asked Questions

How do I add a new employee?

The names, social security numbers, sex and dates of birth of all eligible persons to be covered in a family must be provided to the Pool on an enrollment form signed and dated by the employee and employer and received by the Pool within 31 days of employment. **TML IEBP must receive the eligibility form within 31 days of hire.** If the new hire employee enrollment information and/or the Open Enrollment information is not received by TML IEBP within the designated plan document guidelines, the employee cannot be enrolled unless they are eligible to be a late entrant.

**TML Intergovernmental
Employee Benefits Pool**
PO Box 140644
Austin TX 78714-0644

Eligibility Forms
PO Box 140167
Austin TX 78714-0167

Customer Service
800-282-5385

Customer Service
(TML, TML IEBP, TML IRP Only)
800-572-3905

Verifax
(Benefit Verification via Fax)
800-282-6186

RightFax
(Right of Recovery, Other Insurance,
and Pre-Existing Documents only)
512-719-6539

Eligibility Fax Line
(Eligibility Forms Only)
512-719-6565

Visit Us on the Web!
www.tmliebp.org



**TML IEBP must receive
enrollment forms signed
by the employee
AND employer within
31 days of hire.**

Can someone be added to the health plan midyear?

Coverage may only be added during Open Enrollment or if there is an eligible qualifying event. A Qualifying Event includes the following:

- Marriage
- Birth or adoption of a child
- Termination of a spouse's employment
- Your spouse changes from full-time to part-time employment
- Your spouse takes an unpaid leave of absence
- Significant change in the cost or coverage of your spouse's health plan
- Full-time Student

What is the process for adding a newborn?

If the employee acquires a newborn child and enrolls the newborn for dependent coverage within 60 days of birth, coverage for the newborn will be effective on the date of birth.

Can I change a life benefit?

During the open enrollment period, you may elect to increase or decrease Additional Life Coverage by completing an Enrollment/Change form. **The Enrollment/Change Form must be received at TML IEBP by the close of business the last day of the Open Enrollment month.**