

- 1) There is a new feature called the “Medical Offering”, it comes right after the medical declination. This is to help satisfy the ACA requirements of offering medical to employees. It will show the employee and any eligible dependents- **but not their spouse. This is correct, no spouses should be showing up on this because the IRS does not need proof that you offered medical to your employee’s spouse.**

**Current Medical Offering Plan Election**

The employee is not currently enrolled in any Medical Offering plans.

Available Medical Offering Plan	Coverage	Cost
<input checked="" type="radio"/> Medical Offering Provided by TRS Eligible on 9/1/2016	<input checked="" type="checkbox"/> CM [employee]	Yes - This person was <input type="text"/> <input type="button" value="↻"/>
	<input checked="" type="checkbox"/> Child [child]	Yes - This person was <input type="text"/> <input type="button" value="↻"/>

Please enter the Effective Date for this new enrollment:  mm/dd/yyyy

- 2) **Any employees that are new hires this month may be asked to complete 2 walkthroughs because they could be eligible for medical benefits in August.** Please instruct any new hires to complete their entire walkthrough, even if it looks like they are not eligible for any benefits. Once they get to the Consolidated Enrollment Form it will say “Almost Done!” and there will be a green button to continue. Once they select that they will be asked to do their walkthrough for the 16-17 plan year.
- 3) Remember, employees can call the call center at 866-914-5202 for help enrolling or for any questions. If they do not want to wait on hold for an available call center enroller, they can press “Option 3” to leave a voice message and a call center enroller will give them a call later that day.