

Dates you need to know | view in [Web Browser](#)



# CRITICAL DEADLINES FOR SUBMITTING YOUR DISTRICT'S TPA CHANGE FORM



Hello,

**Third-Party Administrator (TPA) changes that happen close to Annual Enrollment have special considerations. These are the dates and information you need to know.**

Your new TPA will be responsible for:

- Sending 2020-21 coverage change files to bswift®
- Capturing 2021-22 TRS-ActiveCare Annual Enrollment elections
- Sending 2021-22 Annual Enrollment election files to bswift

**Does your new TPA administer coverage for other TRS-ActiveCare districts?**

If so, you will need to **submit a [bswift change form](#) between April 1 and May 3, 2021**, to allow for a comprehensive system and file testing before Annual Enrollment.

| Change form submitted by: | Earliest enrollment using new TPA: |
|---------------------------|------------------------------------|
| April 1                   | June 4                             |
| May 3                     | July 2                             |

**Does your new TPA not administer coverage for other TRS-ActiveCare districts?**

If so, you will need to **submit a [bswift change form](#) before April 1, 2021**, because the comprehensive system and file testing will take additional time. Check with your TPA if you're not sure.

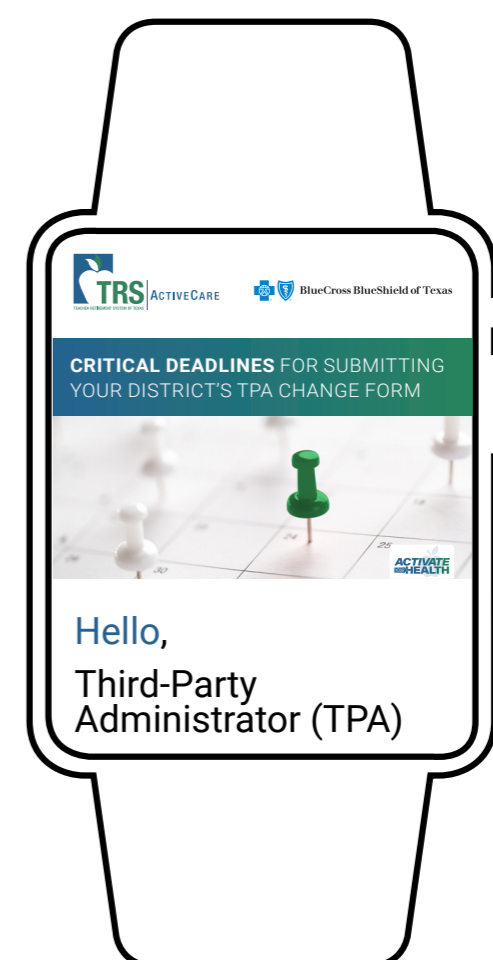
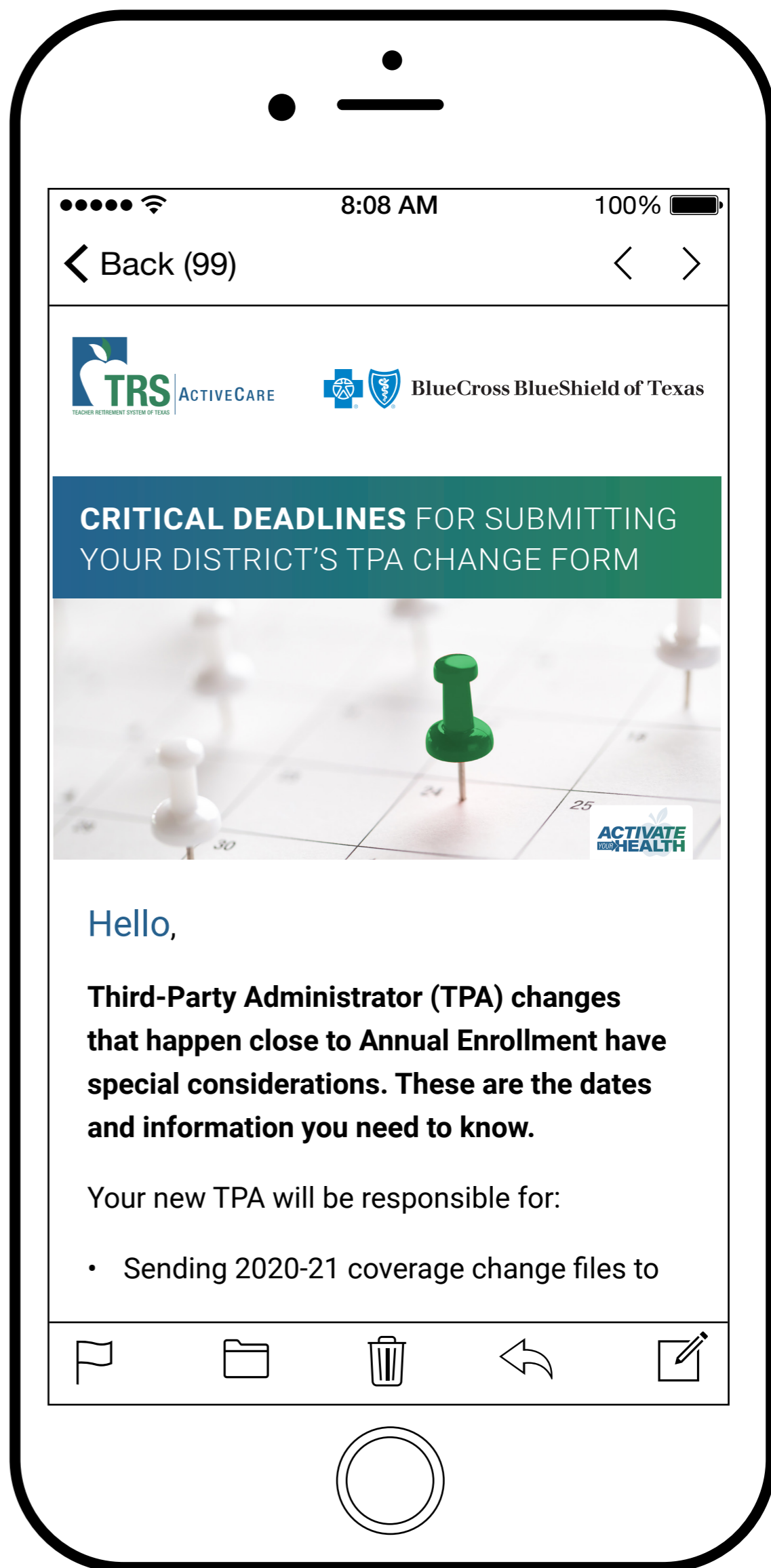
| Change form submitted by: | Earliest enrollment using new TPA: |
|---------------------------|------------------------------------|
| April 1                   | July 2                             |

**Are you switching TPAs after May 3, 2021?**

If so, **go through Annual Enrollment using your current TPA**. We recommend that you don't switch to your new TPA to process enrollments until after Oct. 1, 2021. Waiting will allow Annual Enrollment elections and post-enrollment updates to occur in the same system.

| Change form submitted by: | Earliest enrollment using new TPA: |
|---------------------------|------------------------------------|
| May 3 – August 1          | October 1                          |
| September 1               | November 5                         |

Sincerely,  
The TRS-ActiveCare Team



[www.bcbstx.com/trsactivecareba](http://www.bcbstx.com/trsactivecareba)

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