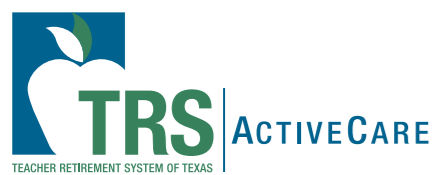


Administrative staff can make special enrollment changes Aug. 18 - 31



Toolkit Coverage and Benefits Documents and Forms Regional Rates

# Supplemental Enrollment Period

Visit the Toolkit

## Supplemental Enrollment is happening NOW through Aug. 31

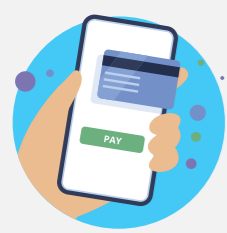
Between now and **Thursday, Aug. 31**, there's a supplemental enrollment period for TRS-ActiveCare health plans. Employees do not need an exception for changes made before **Aug. 31**. Administrators have until **Oct. 15** to correct any administrative errors or updates for Annual Enrollment.

During the supplemental enrollment period, only administrative staff can make changes or enroll participants. Participants won't be able to enroll themselves. **Please don't share these dates with them.**

Coverage for employees who enroll during this period may not show up in a provider's office until **Sept. 9, 2023**. However, their coverage is effective starting **Sept. 1, 2023**, and will be retroactive.

It's a good time to tell employees that a new election may take up to 10 days to show up. bswift receives files from your Third-Party Administrator (TPA) each Friday. We send enrollment data to Blue Cross and Blue Shield of Texas each Monday, with additional days scheduled as needed.

### New Plan Year Billing



It's vital that every district reconciles their bill each month, especially after Annual Enrollment. The September bill will post **Sept. 8** and is due **Sept. 15**. Any errors or omissions must be reported to bswift by **Sept. 15** for adjustments on the October bill. Errors or omissions reported after **Sept. 15** will reflect on the November bill.

### Handling Access to Care



The bswift Benefits Administrator Advocate (BAA) team is available to handle urgent needs related to access to care. Access to care is an immediate need for medical services or a prescription that falls outside the normal file process. **If you expect the file to make the update, there's no need to contact your BAA.**

Please reach out to your bswift BAA with questions about timing of updates or access to care issues



You can find enrollment resources, including the Admin Guide, Annual Enrollment Guide, and Plan Highlights in the [BA Toolkit](#).

Thank you again for all you do,  
Your TRS-ActiveCare Team

Visit the BA Toolkit

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



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