

Administrative staff can make special enrollment changes Aug. 19 – 31 | View in [Web Browser](#)



Happening Now:

Supplemental Enrollment through Aug. 31

We received your feedback about flexibility with Annual Enrollment dates. **Between now and Wednesday, Aug. 31, there's a supplemental enrollment period.** No exception is needed for employee 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, 2022. However, their coverage is effective starting Sept. 1, 2022, and will be made 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 and CVS each Monday, with additional days scheduled as needed.



New Plan Year Billing

It is vital that each district reconciles their bill each month. This is especially true 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 view the [BA Toolkit](#) to find enrollment resources, including the Admin Guide, Annual Enrollment Guide, and Plan Highlights.

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

[Visit the BA Toolkit](#)

www.bcbstx.com/trsactivecareba



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