

Administrative staff can make special enrollment changes **Aug. 17 - 30**



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Happening Now:

Supplemental Enrollment through Aug. 30

Between now and Friday, Aug. 30, there's a supplemental enrollment period for TRS-ActiveCare health plans. Employees do not need an exception for changes made before **Sept. 1**. Additionally, administrators have until **Oct. 15** to correct administrative errors or make 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 the supplemental period will be updated no later than **Sept. 9, 2024**. However, their coverage is effective starting **Sept. 1, 2024**, and will be retroactive.

ID cards will be mailed no later than **Sept. 13, 2024**. If participants need an ID card in the meantime, they can call a Personal Health Guide at **1-866-355-5999** or Express Scripts at **1-844-367-6108** to get a temporary card.

New Plan Year Billing



It's vital that districts reconcile their bill each month, especially after Annual Enrollment. The September bill will post **Sept. 6** and is due **Sept. 13**. Any errors or omissions must be reported to bswift by **Sept. 13** for adjustments on the October bill. Errors or omissions reported after **Sept. 13** will reflect on the **November** bill.

Handling Access to Care



The bswift Benefits Administrator Advocate 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

www.bcbstx.com/trsactivecareba



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