

Process for Local Government Agencies That Wish to Leave the Local Government Plan

You may want to request claims and enrollment data. Use this form:
tn.gov/finance/ins/pdf/abc_release_claims_enroll.pdf

If you want to leave the Local Government Plan, Benefits Administration needs a letter from your agency on letterhead (Section 9.03 of the Local Government Plan Document):

- > At least a 60-day notice (shorter notices will not be honored)
- > Signed by the head of the agency or board chair
- > Including a statement that the agency understands that you are responsible for any retirees and COBRA participants

The letter should be sent to:

Seannalyn Brandmeir

Benefits Administration

Seannalyn.brandmeir@tn.gov

Fax: (615) 253-8556

If faxing, please put Attention: Seannalyn Brandmeir as well as send an email (Seannalyn.Brandmeir@tn.gov) or call (615) 532-4598 so we can confirm receipt of your letter.

Please note the agency is not able to rejoin the Local Government Plan for two years

To view the Local Government Plan Document and the Local Government Agency Termination Section: tn.gov/finance/ins/pdf/lgpd2014.pdf