

## VAcorp Hybrid Disability Program – Payment Requirements

VAcorp emails the monthly Hybrid Disability invoice to each participating entity's billing contact. The following **three** items **must** be provided to VAcorp each month:

1. **Completed Invoice**
2. **VRS Navigator Snapshot** (see sample below)
3. **Payment (matching the invoice amount)**

### Detailed Bill Payment Steps:

1. Complete the invoice by entering:
  - VAcorp participant/member number (not VRS number)
  - Employer Name
  - Total number of Hybrid Plan employees reported to VRS
  - Total monthly Hybrid Plan creditable compensation reported to VRS
2. Create a screenshot (print screen) of the month's **VRS Hybrid Plan Snapshot** information (see sample below), including
  - number of lives
  - total creditable comp
  - entity name
  - month of report

NOTE: Creditable comp on Snapshot and Invoice should match.
3. Send the following to VAcorp by the invoice due date
  - Invoice
  - VRS Snapshot (see sample below)
  - Payment

**DO NOT** send personal identifying information/employee census to VAcorp.

If you reply to the email and attach the required Invoice and VRS Snapshot then follow with payment (check, ACH, or bank pay), VAcorp will pair your emailed info with your payment.

Please note: this benefit program is **state-required** for all employees enrolled in the Hybrid Retirement Plan pursuant to Code of Virginia, Title 51.1, Chapter 11.1, Disability Program for Hybrid Retirement Program Participants, § 51.1-1150 et seq.

[\(https://law.lis.virginia.gov/vacode/title51.1/chapter11.1/section51.1-1150/\)](https://law.lis.virginia.gov/vacode/title51.1/chapter11.1/section51.1-1150/)

VAcorp includes a frequently asked question in the monthly email, which may be shared with other staff members who work with the Hybrid Disability program.

Questions of the Month are compiled and available at <http://www.VAcorp.org/wp-content/uploads/2020/06/Question-of-the-Month.pdf>

All documents related to the VAcorp Hybrid Disability program (not claims) are found at <http://www.VAcorp.org/hybrid-disability>. (login NOT needed)

For billing information contact [billing-hybriddisability@riskprograms.com](mailto:billing-hybriddisability@riskprograms.com)

For claims status login to the Anthem claim portal at <https://myspecialtyappsanthem.com/Benadmin> or email [VAcorpclaims@anthem.com](mailto:VAcorpclaims@anthem.com)

For any other Anthem service question, contact [VAcorpservice@anthem.com](mailto:VAcorpservice@anthem.com)

**Sample Snapshot** - screenshot should show Month, Year, Hybrid Staff only, Active Members, and Creditable Comp

[ Record displayed ]

**Contribution Summary**

Org Name : Confirmation Status : Confirmed  
Contribution Month: **September** Contribution Year: **2020**  
Plan: VRS-N Org Code:  
Snapshot Generation Date : 9/22/2020 2:06:39 PM Confirmed Date : 9/24/2020 10:02:18 AM

**Defined Contribution (DC) Plan Contributions**

Plan	Org Code	Active Members	Creditable Compensation	Employer
Virginia Retirement System - For Non-Administrative School <b>Staff - Hybrid</b>		45	\$66,742.99	

**Defined Contribution (DC) Plan Contribution Details**