



COBRA Timeframes

The following timelines are mandated by the federal government:

- ◆ COBRA package must be mailed within 14 days of the notification of termination.
- ◆ Employee must enroll in COBRA coverage through People First (via phone or COBRA Enrollment form) within 60 days of receiving the COBRA Package or the date the insurance terminates, whichever occurs later.
- ◆ Initial premium payment, for the total amount owed, must be received by People First within 45 days of the enrollment.

Effective Dates

- ◆ Active coverage will continue through the end of the month following the month in which the employee terminated.
NOTE: If the employee requests to terminate the coverage at the end of the month in which s/he terminated (early termination date), then the employee forfeits all rights for COBRA coverage.
- ◆ COBRA coverage starts the month following the last month of coverage.
NOTE: Federal Law stipulates that there can be no break between active coverage and COBRA coverage.

EXAMPLE:

Employee terminates July 10th. Since premiums are paid in advance, active benefits would continue through August 31st. COBRA coverage would become effective September 1st.

COBRA Payments

- ◆ Coupons, indicating the premium amounts owed, are mailed to the employee upon enrollment in COBRA coverage. New coupons are sent on a quarterly basis.
- ◆ According to Federal Law premium payments, excluding the initial payment, must be received by People First by the end of the coverage month. COBRA coverage **will be canceled** and the participant **will not be able to re-enroll** if payments are not received by the end of the coverage month.
- ◆ COBRA coverage is only effective for a month once the payment has been received for that month. To ensure there is ***no delay in receiving services*** from month to month, the participant should send payments to the People First Service Center by the ***10th of the month prior to the month*** of coverage. This allows appropriate processing time to notify the carriers.

Did You Know?

- ① A replacement COBRA package for employees who do not receive the original notification can be requested. A copy of the original package will be mailed within 7-10 business days of the request.
- ① The following information is provided by the specialist when a participant enrolls via the phone:
 - ⊕ Verbal confirmation of enrollment elections, including effective date of coverage and costs.
 - ⊕ Details regarding payments, including payee information and mailing address.
- ① The participant will receive an underpayment notice if payment has not been received by the first day of the coverage month.