



Division of State Group Insurance
4050 Esplanade Way, Suite 215A
Tallahassee, Florida 32399-0950
Tel: 850.921.4600
Fax 850.488.0252
www.dms.MyFlorida.com

Governor Charlie Crist

Secretary Linda H. South

MANAGEMENT ADVISORY #10-010

DATE: April 28, 2010

TO: Agency and University Personnel Officers and Benefit Coordinators

FROM: Suzetta Furlong, Manager

SUBJECT: Termination Codes and End Dates in People First

We are required to follow federal guidelines to provide notice of COBRA continuation coverage when an employee ends employment. The People First system is programmed to send a COBRA package within the specified time frame once the PAR for termination is completed. The termination code also determines whether an employee is eligible for the COBRA subsidy (see [MA 09-012 COBRA Subsidy](#)).

It is critical that you complete PARs and HR Action forms correctly and timely to be sure the COBRA package is sent by the deadline. Failure to do so may result in federal penalties.

Additionally, we are conducting periodic reviews of COBRA subsidy eligibility. If you are required to change an involuntary termination code to voluntary because of a PERC order, in addition to the regular process, please fax a copy of the order to the service center benefits team at 800-422-3128 so that the appropriate documentation is on file. If you change the code for any other reason, you may be responsible for any fees, premium differences, etc. that occur as a result of the ineligibility of the employee to participate in the subsidy program.