



The antidote to the administrative sting of COBRA

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COBRATODAY

What is COBRAToday?

COBRA was designed to protect former employees and their dependents when they experience a loss of coverage under a group health plan. Congress enacted continuation of health care coverage requirements in 1985, called the Consolidated Omnibus Budget Reconciliation Act, commonly referred to as COBRA. Under COBRA, an employee receives continuation of health coverage that otherwise would have been terminated due to specific qualifying events.

Employers who are required to offer continuation of coverage under COBRA include those with 20 or more full- or part-time employees on 50 percent of their typical business days during the previous calendar year. COBRA applies to employees, an employee's spouse, and dependent children. These individuals are referred to "qualified beneficiaries."

What are qualifying events?

Qualifying events are circumstances in which an individual would lose health coverage. The type of qualifying event will determine how long a plan must offer continuation of the health coverage under COBRA. Qualifying events include the following:

- Termination, either voluntary or involuntary.
- Reduction in hours to below the minimum required to participate in the group health plan.

- Employee's death.
- Employee's entitlement to Medicare.
- Divorce or legal separation from a covered employee.
- Loss of dependent status under plan provisions.

Money back guarantee

If you are not entirely pleased with COBRAToday, simply return all the COBRAToday materials within 30 days of the date received to obtain a refund for the full purchase price, less a \$100.00 processing fee.

What we do

COBRAToday assumes liability for all COBRA required administrative procedures and regulations and maintains positive proof of compliance to protect your interests.

COBRAToday provides easy-to-understand reports that allow you to monitor your COBRA activities.

COBRAToday gives you access to an experienced group of employee

benefits professionals and financial experts, as well as to TASC's Small Business Resource Center. TASC will keep you informed and up-to-date on all legislative and regulatory changes affecting your COBRAToday Plan.

COBRAToday provides you with a simple set-up kit to help you establish your Plan within days.

What you get

COBRAToday services take care of the necessary communications, notices, forms, record-keeping and even the collection of premium payments connected with COBRA. These services include the following:

- Department of Labor Initial Notification
- Notification of Qualifying Events

- Processing of COBRA Elections
- Billing and Collection of COBRA premium payments
- Notification of Rate and Benefit Changes
- Verification of Continued COBRA Eligibility
- Toll-Free Client Services Support

What are COBRAToday compliance services?

Keeping your company compliant with COBRA is an important job—COBRAToday takes that responsibility very seriously. There are forms to be completed and time requirements to be met. COBRAToday takes that burden off of you and gives you peace of mind knowing that your COBRA administration is in complete compliance with all Federal rules and regulations. Our complete COBRA Compliance Services include:

- A COBRAToday Manual for your reference.
- Maintenance of all documents relating to all COBRA activity.
- Documented proof of qualifying event notification.
- The establishment of election and payment receipt deadlines.
- Maintenance of records on all COBRA correspondence.

Your obligations

Upon receipt of the Plan Application and fee, you will receive a COBRAToday administrative portfolio of materials. Review them carefully.

Complete and return the Premium Collection Plan Information Form. This will allow COBRAToday to collect premium payments from qualifying beneficiaries on your behalf.

Specific attention should be given to the COBRAToday *Employer Notice of a Qualifying Event for COBRA Coverage Form*. Please make copies of this Form for future use. Any employees who are participating in COBRA—or who are qualified for COBRA—must complete the form for each qualified beneficiary and fax it to TASC immediately.

Generally, the employer or the insurance carrier will distribute the Department of Labor (DOL) COBRA Initial Notification. If the insurance carrier does not send out this notice, COBRAToday can send it out on the Client's behalf. Employee demographic and Plan start information needs to be entered on-line at www.tasconline.com/cobratoday. Once this information is entered, COBRAToday will send the DOL COBRA Initial Notice to the employee and any dependents (if applicable).

Once your plan is in place and a qualifying event occurs, complete the COBRAToday *Employer Notice of a Qualifying Event for COBRA Coverage Form* and return it to COBRAToday within 30 days of the qualifying event. You must complete a separate form for each qualifying beneficiary. Within 14 days of receipt of this form, COBRAToday will notify the employee of his/her rights under COBRA.

COBRAToday sends the *Notice of Right to Elect COBRA Continuation Coverage Form* and *COBRA Enrollment Form* to the qualifying beneficiary and family members. The qualifying beneficiary then has 60 days to respond to this notice and return the completed Enrollment Form. If they elect to continue health coverage under COBRA, COBRAToday will work with the qualifying beneficiary to establish and collect payments.

COBRAToday will send a payment coupon book to the qualifying beneficiary and begin collecting the premiums. On a monthly basis, COBRAToday will forward the collected premiums to you for remittance to your insurance carrier.