



COBRA Administration

...stay compliant with Benefit Elect - Chappelle

SERVICE PROVIDER COMPARISONS

Critical Functions **With Your Chappelle Carrier?**

<p>Is your carrier sending out Initial/General Notices?</p> <ul style="list-style-type: none"> •Are the New Regulations included? •Are all covered employee/dependent rights & responsibilities covered? •Are you sending General Notices to your employees via Certified Mail? •Are notices being sent within 90 days of coverage effective date? •Is the spouse and/or any other covered dependents addressed? •Do you have a copy of it? Document warehouse, photo copy, etc? •Do you have proof of mailing? 	✓ ✓ ✓ ✓ ✓ ✓ ✓	
<p>Is your carrier sending out Election Notices when a qualifying event occurs?</p> <ul style="list-style-type: none"> •Does it inform of all rights and responsibilities? •Does it outline how to elect and who to notify? •Are all pertinent timelines explained? •Are notices sending it First Class mail to your employees? •Do you notify within 30 days of the qualifying event? •Are covered employees and spouse/dependents if any addressed? •Do you have a copy of it? Document warehouse, photo copy, etc? •Do you have proof of mailing? •Are all other required notices sent? Notice of Non-Availability of COBRA, Early Termination of COBRA benefits, 180 Conversion Notice, etc.? 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<p>Are notifications sent to employers/carriers of COBRA elections, COBRA terminations, payments received, etc.?</p>	✓	
<p>Are COBRA premiums collected and remitted to appropriate entities?</p>	✓	
<p>Do you have timely and accurate reporting of all COBRA activity?</p>	✓	
<p>Do you have online COBRA HR and employee access to all COBRA information?</p>	✓	