



COBRA Administration Services and Fee Schedule

Overview of Services Provided:

Reports and Services For Employers

List of Active Employees and Dependents
List of COBRA Enrollees
Premium Remittance
Initial Notification list
Insurance Plan Enrollment
COBRA participants past due
Qualifying Event Report
Qualifiers Files
Certificate of Mailings
Terminated COBRA Participants
Monthly email reminders
HIPAA Compliance
Others, as needed

Notifications and Services to Employees

General Notices
Qualifying Event Letters
Prepare Payment Coupons
Short Payment letter
Late Payment letter
Expiration of Benefits
Certificate of Coverage
Conversion to Individual Insurance
Open Enrollment Notification
Rate Change letter
Termination letter

Also Available in Spanish: General Notice and Qualifying Event Notification

Fee Schedules:

Initial Set-up Fee:

20-200	\$300
201-400	\$500
401-600	\$700
601-800	\$900
800+	\$1000

This fee included up to 5 benefit plans. Additional plans are \$35 each.

Renewal Fee: 50% of initial set up fee.

Monthly Admin Fee (2 choices)

Guaranteed Rate

\$.75 per eligible employee per month
\$ 35 minimum monthly fee

OR

Per Occurrence Rate

\$10 Per Qualified Letter
\$ 6 Per month for each Plan Participant