



Professional Benefit Services, Inc.
Affordable administration of employee benefit plans

COBRA Administration Services and Fee Schedule

Overview of Services Provided:

Reports and Services For Employers

List of Terminated Employees Transmitted to Health Sherpa
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
Qualifies Files
Certificate of Mailings
Terminated COBRA Participants
Monthly Email Reminders
HIPPA 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
ARRA Notifications

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

The initial fee includes up to 5 benefit plans. Additional plans are \$35 each.

Annual Renewal fee is 50% of set up

Administration Fees

0-100 Employees: \$0.75/active employee
100+ Employees: \$0.50/active employee
Minimum billing of \$35 per month