



PBS

Professional Benefit Services, Inc.

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
 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

¹Administration Fee:

²\$10 per Qualifying Event Letter
 PBS keeps 2% administration fee
 Minimum fee of \$40 per month

OR

Annual Renewal Fee:

20- 200	\$200
201-400	\$350
401-600	\$425
601-800	\$600
800+	\$700

\$0.85 per Active Employee on eligible plan (<100 employees).
 \$0.65 per Active Employee on eligible plan (>99 employees).
 Minimum billing of \$40 per month.

¹The initial fee includes upto 5 benefit plans. Additional plans are \$45 each.

²If turnover rate is exceeds 10% per month, each qualifying event letter will be an additional \$10.