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

Annual Renewal Fee:

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

Administration Fee:

$1.00 per Active Employee on eligible plan.
Minimum billing of $50 per month.

2027 Fee Schedule

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