

Standard COBRA Process

With Step-by-step instructions for AutoEnroll

COBRA Administration Services can vary, depending on whether PPI administers and bills your COBRA-eligible plans. The following process summarizes our standard COBRA process when PPI administers and bills your COBRA-eligible plans (an FSA may be administered by PPI/Businessolver MyChoice or another vendor).

Initiate the COBRA Qualifying Event

- Process the Qualifying Event using the proper Benefit Access Rule in AutoEnroll (i.e., employment termination).
- Complete the **Qualifying COBRA Event** screen, and if offered, add subsidy details.

QE Notice

- Notice includes medical, dental, and/or vision premium, with subsidy information, if applicable.
- Unless client has MyChoice, FSA premiums are not included on the notice; an FSA election check box is provided.
- QE Notice is sent by Businessolver, by regular mail.

Member Returns QE Notice

- PPI reinstates medical, dental, vision, and HRA coverages (and MyChoice FSA if included).
- If FSA/HRA check box is marked "Yes," PPI notifies the client, and the client notifies the vendor.

COBRA Participants Send Premium

- COBRA members send payment to Businessolver.
- Premium is collected for plans administered by PPI (medical, dental, vision, and/or HRA).

Businessolver Returns Premium to Employer

- Premiums collected from participants are remitted to the employer via ACH around the 10th of the following month.

Client Runs COBRA Premium Report

- The report provides member-level detail for member COBRA premium received from Businessolver.
- The report is available once Businessolver sends monthly premiums to the client.
- Access the report from the Funding Report folder in the AutoEnroll Document Center.

COBRA participants appear on the PPI invoice

- COBRA participants appear on the PPI invoice, for coverages administered and billed by PPI.
- Members covered by plans not administered/billed by PPI will not appear on the monthly invoice.

Client remits COBRA premium and fees

- Client sends premiums and applicable fees to PPI, for coverages administered and billed by PPI.
- Premium and fees for COBRA plans not billed by PPI are sent by the client directly to the COBRA vendor.

PPI remits premiums to the insurance carriers

- PPI sends COBRA premiums to the applicable carriers, for coverages administered and billed by PPI.



Processing a COBRA Qualifying Event

1. If any COBRA-eligible benefits are being terminated as a result of the qualifying event transaction (i.e., termination), the **Qualifying COBRA Event** screen will appear. Indicate if the termination was due to gross misconduct, and verify that all other information is correct.
2. Scroll down on the same screen to the **COBRA Subsidy section**. If no subsidy is offered, leave this section blank.

To add a subsidy, begin by entering the **Begin + End Dates** for the subsidy. The begin date is generally equal to the expected first day of COBRA coverage.

3. The next step in the process depends on the type of subsidy. Follow the examples below:
 - **Monthly Percentage:** the employer pays a percentage percentage of the cost of COBRA coverage
 - **Monthly Amount:** employer pays a flat monthly dollar amount towards COBRA coverage
 - **Same as Employee:** participant pays a premium equal to what they paid as an Active employee, recalculated as a monthly amount, and the employer pays the difference of the cost of COBRA coverage.
4. Select the toggle for which **Subsidy Type** will be used (see above), and enter in the percent or dollar amount. Enter \$0 for Same as Employee, since we do not know the Active Rate until the participant elects their coverage and tier.
5. Select all **Plan Groups** that the subsidy applies to. To select multiple coverages, hold the Ctrl (Windows)/Cmd (Mac) as you click. Confirm the details in the yellow box at the bottom of the page.

A different percentage or dollar amount for different plan groups requires adding them as different subsidies. From the dropdown under "COBRA Subsidy," select **Add New** to create another **Subsidy Type** then add details as before. After you select the plans and add the subsidy amounts, will be highlighted in yellow at the bottom of the page.

6. Click **Next** to complete and save your changes.
7. The member's record will now show **COBRA QE Information**, including the date that notices will be sent, and any applicable subsidy details that were entered.

COBRA Qualifying Event

Qualifying COBRA Event:

Employment Termination

Gross Misconduct:

☐ Yes
 ☐ No

Date of Event:

04/12/2022

(MM/DD/YYYY)

Qualifying Event Covers:

(Select all that apply)

☒ Raymond L Dewley
☒ BENJAMIN A DEWLEY
☒ REBEKAH R DEWLEY
☒ DANIEL C DEWLEY
☒ BECKY J DEWLEY

COBRA Subsidy

Add New

Begin Date:

End Date:

Delete

Plan Groups:

dental

flex

legal2

medical

vision

Employer:

☐ Monthly Percentage:
 %
☐ Monthly Amount:
 \$
☐ Same as Employee:
 \$

Government:

☐ Federal:
 %

COBRA Subsidy

Add New

Begin Date:

End Date:

Plan Groups:

legal2

medical

mod

vision

Employer:

☒ Monthly Percentage:
 100 %
☐ Monthly Amount:
 \$
☐ Same as Employee:
 \$

Government:

☐ Federal:
 %

Description	Plan Subgroups	Begin	End
Employer 100%	dental, medical, vision	06/01/2022	11/30/2022

COBRA Subsidy

Employer 100%

Employer 100%

Add New

Description	Plan Subgroups	Begin	End
Employer 100%	medical	06/01/2022	11/30/2022
Employer 50%	dental, flex, vision	06/01/2022	11/30/2022

COBRA QE Information - 451422818

Name

Kristen

Event

Employment Termination

Date of Event

05/12/2022

Last Day of Coverage

05/31/2022

Gross Misconduct

f

QE Sent Date

06/01/2022

COBRA Effective Date

06/01/2022

COBRA Exhaustion Date

11/30/2023

Election Period End Date

07/30/2022

Subsidy	Subsidy Amount	Subsidy Begin Date	Subsidy End Date	Plan Subgroups
Employer	100%	06/01/2022	11/30/2022	medical
Employer	50%	06/01/2022	11/30/2022	dental, vision,