



# COBRA SERVICES PROPOSAL

If you would like to ensure that you are compliant with all of the COBRA regulations, now and in the future, our COBRA services will provide compliance and assume liability for noncompliance. We offer full COBRA services, including transfer of liability.

## INITIAL SETUP

- Collect Employer Benefit Information
- Setup COBRA Software and Modify Notices
- Initial Communication to Existing COBRA Members

## MONTHLY SERVICES

- Submit Premiums to Employer or directly to insurance carriers

## NOTIFICATION SERVICES

- General COBRA Notice to New Hires and Newly Covered Members
- Misc. HIPAA Provisional Notices to Newly Covered Members
- Initial "Special Enrollment" HIPAA Notices to New Hires
- COBRA Election Notices
- Notification to Health Plans and Confirmation Notification to Employer for COBRA Reinstatements and Cancellations
- Multiple Qualifying Event Notices as Required

## COBRA PARTICIPANT SERVICES

- Generate Premium Coupons for New COBRA Members
- Tracking of Election Timelines
- Collection of Monthly Premiums
- Customer Service for COBRA Members
- Conversion Notices for COBRA Members six months prior to end of COBRA
- Open Enrollment Communication to COBRA Members
- Miscellaneous Communications (i.e. NSF checks, partial payments, credit balances)
- Generate Billing Statements, as needed
- Early Termination Letters
- Communication to Insurance Carriers when COBRA Coverage is cancelled

FEES FOR SERVICES OFFERED	
<b>Setup Fee</b>	Waived for all AmWINS brokers & clients
<b>Monthly Administration Fee</b>	<b>20-100 employees:</b> \$0.72 per enrolled employee in all medical plans subject to COBRA, with a minimum monthly fee of \$50
	<b>101-250 employees:</b> \$0.57 per enrolled employee in all medical plans subject to COBRA
	<b>251-500 employees:</b> \$0.52 per enrolled employee in all medical plans subject to COBRA
	<b>501-1000 employees:</b> \$0.50 per enrolled employee in all medical plans subject to COBRA
	<b>1001-5000 employees:</b> \$0.45 per enrolled employee in all medical plans subject to COBRA
<b>Renewal Fee</b>	Waived for all AmWINS brokers & clients
	Additional \$0.05 PEPM for processing COBRA reinstatements and cancellations
<b>Reinstatement/ Cancellation Fee</b>	Additional \$0.05 PEPM for processing COBRA reinstatements and cancellations

**FOR MORE INFORMATION,  
PLEASE CONTACT:**

AmWINS Group Benefits, Inc.  
2 Enterprise Drive, Suite 204  
Shelton, CT 06484  
T 800.243.2534 ext. 1  
F 203.924.2644

