
COBRA (RSK-P009)
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1. COBRA Notices are sent out when a new person is hired. COBRA Notices are sent for those who have a reduction in work hours or termination for qualifying reasons. COBRA may also apply to coverage loss for dependents.

2.0 RESPONSIBILITY:

- 2.1. Employee Benefits Technician

3.0 APPROVAL AUTHORITY:

- 3.1. Director of Risk Management



Signature

03/19/2009

Date

4.0 DEFINITIONS:

- 4.1. **COBRA** - enacted by the Consolidated Omnibus Budget Reconciliation Act of 1985
- 4.2. **ACES** – Online CalPERS Automated Communications Exchange System
- 4.3. **Qualified Beneficiaries: Covered Employees** – A “covered employee” is any *individual* who is (or was) *provided coverage* under a group health.
- 4.4. **Initial COBRA Letter** – a letter explaining rights and options upon hire as defined by COBRA act.
- 4.5. **ESCAPE On-Line** – District fiscal and personnel computer system.
- 4.6. **BMI** – scanning system.
- 4.7. **BRMS** – Benefits and Risk Management Services
- 4.8. **VBAS** – Virtual Benefits Administration System

5.0 PROCEDURE: NEW HIRE

- 5.1. COBRA Notices are sent out when a new person is hired. After a person is hired, the Benefit Technician sends out the RSK – F009A Initial Cobra Notification and RSK – F009B Cobra Qualifying Event Notice.
- 5.2. Letter and information scanned into BMI system and hardcopies filed.

6.0 PROCEDURE: CURRENT EMPLOYEE

- 6.1. Benefit Technician receives information by a member who comes into office to drop dependent, or member retires or separates, or notice is received from the Health Carrier determining coverage age dependent.
- 6.2. Benefit Technician Update ESCAPE on-line system, closing out the member or dependent benefits. In some cases, the level of coverage may also need to be adjusted.
- 6.3. Terminate health benefits in VBAS - Medical, Dental, Vision and Life benefits for appropriate member or entire family.
- 6.4. BRMS generates a COBRA letter and a COBRA enrollment form within 30 days of receipt of information from the benefits office.

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- 6.5. If member accepts COBRA, a letter of acceptance and COBRA enrollment forms are returned to BRMS. BRMS will set up COBRA benefits and bill member for appropriate Dental and Vision rate. Medical enrollment forms are sent directly to the Health benefits are billed directly to the member by the Health Carrier for Certificated members. CalPERS COBRA enrollment forms are forwarded to Benefits Technician at SCUSD.
- 6.6. Benefits Technician sets up CalPERS COBRA enrollment in ACES.
- 6.7. Letter and information scanned into BMI system and hardcopies filed.

7.0 ASSOCIATED DOCUMENTS:

- 7.1 Union Contracts – external documents
- 7.2 RSK – F009A Initial Cobra Notification Letter
- 7.3 RSK – F009B Cobra Qualifying Event Notice
- 7.4 COBRA Letter – external documents
- 7.5 COBRA enrollment forms – external documents

11.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
COBRA Letter	Scanned	3 yr on site, then warehouse storage for 5 years.	Shred	Secure Area BMI Scanner Company – Pass code protected

12.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/9/04	A	Updated per audit for less work instruction
4/6/09	B	Updated per VBAS and audit input

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