



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Group Administrator Memo #13-06

To: TLC Group Benefits Administrators
From: State and Local Health Benefits Programs
Date: October 3, 2013
Re: New COBRA/Extended Coverage Notices

COBRA/Extended Coverage is available to all TLC groups with 20 or more employees. If your group qualifies, please make arrangements to begin using our new forms for losses of coverage on and after September 30, 2013, with a COBRA start date of October 1, 2013, or after. You will still need to reproduce the forms on your Employer Letterhead before providing to your COBRA/Extended Coverage beneficiaries.

Attached, you will find our updated COBRA/Extended Coverage Notices. These forms are slightly different from those you have used in the past.

1. Please note that there are now two different forms, one for groups that have changed to direct billing for COBRA/Extended Coverage and a second for groups choosing to remain with our traditional COBRA/Extended Coverage group billing. Remember, direct billing was not automatic. To have your COBRA participants direct billed, you had to request the service, satisfy the requirements, be approved, and be set up in our system. Make sure you use the correct form.
2. Employers that are group billed will still need to provide Notices to participants and receive the completed Election Notices and Enrollment Forms for remittance to DHRM/OHB. You will still need to collect premiums from participants for submission to Anthem along with your active employee and retiree payments. Your COBRA/Extended Coverage participants will still be segregated on your bill, as they are now.

3. Employers that are direct billed are still responsible for distributing the Election Notices to their COBRA qualifiers but will no longer collect the premiums. On direct bill, they are now paid directly to Anthem by the member. You must continue to provide potential participants with the information necessary for them to make their payment arrangements.
4. Information **highlighted in yellow** is informational or instructional to you. After reading and following these directions, they should be deleted and not printed in the notice that is distributed to your COBRA beneficiaries.
5. You must enter the information in **RED font** before providing Notices to your qualified beneficiaries. After completing this information, make sure you eliminate the red font.

Should you have questions or need assistance please feel free to contact Walt Norman, TLC Program Manager at (804) 786-6460 or via email at walter.norman@dhrm.virginia.gov .