



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

Group Administrator Memo #17-01

To: TLC Group Benefits Administrators
From: State and Local Health Benefits Programs
Date: January 3, 2017
Re: Extended Coverage / COBRA Update

NOTE - THIS INFORMATION REQUIRES YOUR IMMEDIATE ATTENTION.

Effective on January 1, 2017, all The Local Choice groups, regardless of size, must begin offering Extended Coverage/COBRA to health plan participants who experience a COBRA qualifying event on or after December 1, 2016, resulting in a COBRA start date of January 1, 2017. Election Notices must be properly addressed and sent by first class mail within 14 days of the loss of coverage date. Updated Election Notices will be available at www.thelocalchoice.virginia.gov under "Forms" by January 5th.

This change will also require the distribution of new Initial General Notices to all health plan participants in all TLC groups. You will receive the format of this notice and instructions for distribution as soon as possible.

For groups already administering COBRA, please begin using the new Election Form format immediately upon availability. For groups that will be offering COBRA for the first time, you will be provided with an overview of the process; however, if you need immediate assistance related to a December qualifying event, please contact Ann Wohl at Ann.Wohl@dhrm.virginia.gov or 804-371-0185.