



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

Group Administrator Memo #17-02

To: TLC Group Benefits Administrators
From: State and Local Health Benefits Programs
Date: January 12, 2017
Re: **Extended Coverage / COBRA Update**

As promised in Group Administrator Memo #17-01, attached is the updated Extended Coverage/COBRA Election Notice to be used for qualifying events resulting in a COBRA start date of January 1, 2017, or later. It will also be available soon on the TLC web site at: <http://www.thelocalchoice.virginia.gov/forms.html>

If you are a small group impacted by the addition of this COBRA requirement, your plan will be set up as Group Bill, so please provide to your qualified beneficiaries the instructions that apply to the Group Bill process. At renewal, you will have an option to change to Direct Bill, if you wish.

As a reminder, COBRA Election Notices must be properly addressed and sent by first class mail within 14 days of the loss of coverage date. Guidance regarding how to correctly address the notice is included with the notice format.

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.

All groups should begin using the new Election Form format immediately, including those already offering COBRA. Groups that will be offering COBRA for the first time will be provided with an overview of the process.

If you have any questions, please contact Ann Wohl at Ann.Wohl@dhrm.virginia.gov or 804-371-0185 or Walt Norman at Walter.Norman@dhrm.virginia.gov or 804-786-6460.