



COBRA & Leaves of Absence Procedure (BEN-P023)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Risk Management Office offers group insurance continuation under COBRA ruling at the Washoe County School District.

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

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

(Approval signature on file)

- 3.1 Risk Management Senior Technician

Signature

Date

4.0 DEFINITIONS:

- 4.1 COBRA – Consolidated Omnibus Budget Reconciliation Act
- 4.2 Separation – Resignation, termination, death, retirement, unpaid leave
- 4.3 TPA – Third Party Administrator which includes CDS Group Health and / or Hometown Health.
- 4.4 HR – Human Resources Department

5.0 PROCEDURE:

SEPARATION

- 5.1 The Risk Management Office is in receipt of the Employee Insurance Eligibility Form HR-F538 forwarded from Human Resources.
- 5.2 The Risk Management Office generates the Separation Report from Bi-Tech.
 - 5.2.1 The Separation Report and the Employee Insurance Eligibility Forms are compared for accuracy.
 - 5.2.2 If there is an inconsistency, the technician researches to clarify the discrepancy.
 - 5.2.2.1 No Employee Insurance Eligibility Form, but employee’s name is reflected on the Separation Report.
 - 5.2.2.2 Employee’s name is reflected on the Separation Report, but no Employee Eligibility Form has not been received.
 - 5.2.3 Resolve with HR and if necessary correct in Bi-Tech insurance dates.
- 5.3 Follow Loss of Benefit Coverage Procedure (BEN-P006) steps and complete the COBRA information section on Group Benefit Program Change Form (BEN-F001) and forward to TPA.
- 5.4 The TPA forwards all appropriate documentation to the COBRA beneficiary.

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REDUCTION IN WORK HOURS and LEAVES OF ABSENCE

- 5.5 The Risk Management Office is in receipt of Employee Insurance Eligibility Form (HR-F538) marked “No Longer Eligible for Benefits” or “Unpaid Leave”.
- 5.5.1 If the employee is on an unpaid leave, and the Risk Management Office is not contacted for a continuation of insurance coverage, the employee coverage is terminated.
- 5.5.1.1 HR informs the employee(s) on unpaid leave that it is their responsibility to contact the Risk Management Office to continue their group insurance if they wish to continue.
- 5.6 Following BEN-P006, the technician logs the changes in Bi-Tech and forwards to the TPA.
- 5.7 The TPA forwards all appropriate documentation to the COBRA beneficiary.

DEPENDENT COBRA BENEFICIARIES

- 5.8 The insured employee must provide Risk Management a completed Change Form BEN-F001 with verification of the qualifying event.
- 5.8.1 The employee must notify Risk Management within the allotted time frame required by the health insurance plan document.
- 5.8.2 The Risk Technician verifies that the criteria for the qualifying event have been met.
- 5.9 The Risk Management Office makes the necessary change in the Bi-Tech system and enters the change in the CDS data system.

COBRA ELECTIONS

- 5.10 The TPA sends Risk Management notification of COBRA Elections and COBRA payments one time each month for deposit pursuant to BEN-P005 Cash Receipts Log.
- 5.11 The TPA is responsible for tracking eligibility period and forwards the COBRA Eligibility Report to Risk on a bi-monthly basis.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Change Form - BEN-F001
- 6.2 Loss of Benefit Coverage - BEN-P006
- 6.3 Separation Report – WRMR010A
- 6.4 Cash Receipts Log Procedure – BEN-F005

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Change Form	Risk Office Employee File	6 years after the end coverage	Discard as desired	Standard file cabinet in secure office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/05	A	Initial Release
5/15/07	B	Revised 1.1; added "Management" to department title in 5.1, 5.2, 5.5, and 5.9; reworded 5.2.2.1 and 5.2.2.2; correctly identified form number in 5.1 and 5.5; reworded 5.8; added 6.4; updated Record Retention Table

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