



COBRA ADMINISTRATION SERVICES



LET GO OF THE COMPLEX AND TIME-CONSUMING TASKS OF MANAGING COBRA. For as little as \$35 per month, SBIS will handle all matters related to your company's COBRA administration.

The SBAM Member Care Team will handle it for you!

- ✓ Communicate with your former employee on your behalf.
- ✓ Send initial Notification of COBRA Rights and Obligation letters to your company's insured employees and dependents.
- ✓ Send the Specific Qualifying Event Notification letters to all beneficiaries which includes plan options, enrollment forms, premium rates, and due dates.
- ✓ In compliance with the laws, adjudicate eligibility accurately and consistently.
- ✓ Field all questions from your COBRA participants.
- ✓ Send monthly premium reminders and collect premium payments from all COBRA participants.
- ✓ Remit premiums directly to your company on behalf of the participants.
- ✓ Provide access to a monthly report of all COBRA activity.
- ✓ Research and monitor changes to COBRA regulations.

Employer Role and Responsibilities

- Submit all enrollments, changes and terminations.
- Check your invoices each month for accuracy and notify us of any discrepancies
- Provide us with current rates at your plan renewal.

Our software integrates with more than 50 benefit administration systems.

Send all communications to us at membercare@sbam.org.

Visit sbam.org/cobra for more details including contact information and enrollment forms.

As the Employer, you must notify us at sbam.org/membercare of the following:

- When employees or dependents are added to the plan.
- When employees are terminated (voluntary or involuntary), or if there is a reduction of employee hours that may result in a qualifying event (loss of coverage)
- Any changes made to your insurance program, including plan changes and rate renewals.
- Any employee life event including death, marriage, divorce or birth of a child.

How to Enroll

Submit the COBRA Administration Group Enrollment Form and signed Contract, along with a census of your insured employees and their covered dependents including name, social security number, address, and date of birth.

Your SBAM Member Care team will need to know the plan and rate information for all of your insurance carriers, and if you currently have anyone enrolled in COBRA coverage.

For more information, contact:

Kevin Cuncannan

Director of Member Care
(800) 362-5461

kevin.cuncannan@sbam.org

COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1985) requires employers with 20 or more employees to offer employees and their insured dependents the opportunity to continue health insurance coverage when specific qualifying events occur.

Small Business Insurance Services (SBIS) is a limited liability company and an affiliate of the Small Business Association of Michigan (SBAM). SBIS is responsible for managing the extensive administrative requirements under COBRA on behalf of members enrolled in the program.

SBAM SPONSORED BCBSM AND BCN

Fewer than 100 insured employees
\$35 per month or \$420 per year

More than 100 insured employees
\$60 per month or \$720 per year

If you're enrolled in an SBAM-sponsored Blue plan, the monthly COBRA administration fee is combined with your insurance premium invoice. The additional monthly fee for the consolidated invoice is \$7.50 per month.

DIRECT WITH BCBSM AND BCN

Fewer than 100 insured employees
\$60 per month or \$720 per year

More than 100 insured employees
\$75 per month or \$900 per year

ENROLLED WITH A NON BLUE CARRIER

Fewer than 100 insured employees
\$60 per month or \$720 per year

More than 100 insured employees
\$75 per month or \$900 per year



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sbam.org/cobra

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