

## Topics

Agency Services

COBRA Law

COBRA Compliance

## Did You Know?

### A RELATIONSHIP WITH OUR AGENCY MAY BE MORE VALUABLE THAN YOU THINK.



As part of the excellent service our agency provides our clients, we would like to introduce you to a solution to a critical, but often overlooked human resource task. And best of all, it's free!

Through our partnership with *CobraAid* ([www.cobraaid.com](http://www.cobraaid.com)), a leading provider of COBRA support to small employers, clients of our agency enjoy free up-to-date COBRA manuals, COBRA notices in

*Word* format, and use of *CobraAid's COBRA Notice-in-a-Minute Software*.

We know how difficult COBRA compliance can be. In fact, as many as 90% of all U.S. employers fail to properly notify employees and ex-employees of their COBRA rights.

COBRA Outsourcing may be an option, but it can be expensive. Many COBRA software programs are cumbersome and difficult to

use. We believe that's the reason 90% of all companies are out of compliance with COBRA.

The good news is that for our clients, COBRA compliance is easy-and free!

## COBRA: THE LAW

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COBRA is a Federal law that requires companies who employed 20 or more full or part time employees during 50% or more of the business days in the preceding calendar year to offer certain individuals the opportunity to continue coverage under the group health plan for eighteen to thirty-six months (depending on the type of qualifying event).

Let's face it: COBRA regulations are complicated.

Whatever procedures a company uses, plan administrators should, at a minimum:

- Have a written policy that specifies the company's COBRA procedures.
- Maintain copies of up-to-date COBRA notices.
- Maintain records of COBRA notices

- sent. This may be accomplished by using mailing receipts, date-stamped reports, or photocopies of stamped and addressed envelopes.
- Assign an individual to handle all COBRA tasks.



*"COBRA compliance is easy  
with the right tools."*

## COBRA NOTICES AND FINES

Fines of up to \$110 per day per qualified beneficiary may be imposed for COBRA violations. Plan administrators have the duty to provide a number of COBRA notices to covered employees and dependents, including:

### COBRA NOTICES

- Initial/General COBRA Notice.
- Qualifying Event Notice (for termination of employment, divorce, etc.)
- Notice of Unavailability.
- Notice of Early Termination of COBRA Coverage.

## WHAT TO DO

*CobraAid's* services are always free to clients of our agency.

To take advantage of this valuable service, call or e-mail us with your company name, contact name and e-mail address. *CobraAid* will follow up with a Welcome e-mail containing everything you need to get started, including:

- Username and password to [www.cobraaid.com](http://www.cobraaid.com)
- Searchable, plain language FAQ page.
- Unlimited access to COBRA Notices.
- Access to the COBRA reference guide.
- Easy-to-use COBRA software.

### ABOUT COBRAAID

*CobraAid is a leader in providing COBRA support to small employers. CobraAid is not engaged in the rendering of legal advice. If your company requires legal advice, please seek competent counsel.*

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