

## QUALIFYING EVENTS and COBRA Eligibility

- Qualifying Events are events that cause an individual to lose group health coverage.
- Qualifying Event Reasons: Termination/Reduction in Hours (other than gross misconduct), Death of the Covered Employee, Covered Employee becomes entitled to Medicare, Divorce/Legal Separate from Covered Employee or Death of Covered Employee.
- Eligible COBRA Participants will receive COBRA Specific Rights Notices within 30 days of their loss of coverage.
- For a more detailed look at your COBRA Rights, please see your plan document.
  - COBRA Participants will have 60 days to elect COBRA.
  - The COBRA Specific Rights Notice will outline your COBRA Rights in detail, along with any further information you will need, including instructions on how to elect and where to send your COBRA Election Form and COBRA Premiums.

## PREMIUM PAYMENTS

- Premium payments are due on the 1st of the month, with an allowed 30 day grace period.
- COBRA participants will be instructed to make their check or money order payable to the employer and send premiums to Allegiance for processing. COBRA participants will also have the option to gain online access to set up recurring ACH payments, if they wish to have premiums deducted from their bank account each month.

## LATE NOTICES

- COBRA Participants have a 30 day monthly grace period to submit premium payments to Allegiance.
- If premium has not been received by the 18th of the month for which premium is due, Allegiance will send a reminder notice to the participant.
- 4 day mail delay for monthly premiums via check/money order by postmark date. If a payment is received and postmarked in the month for which it is due, the payment will be applied to the account.

## TERMINATIONS

- If written request is received from the COBRA participant, no payment has been received, or the premium is late, the participant will be termed.
- Allegiance will mail a termination of coverage letter to the COBRA participant.