

Services and Responsibilities

Services	COBRAToday Responsibility	Client Responsibility
✦ COBRA Initial Rights Notification	X	
✦ Qualifying Event (communication from Employer to COBRAToday of the event.)		X
✦ Carrier Notification of COBRA Status or Changes		X
✦ COBRA Eligibility (communication from COBRAToday to Qualifying Beneficiary)	X	
✦ Election Notice to employer	X	
✦ Provide premium coupons to PQB	X	
✦ Remittance of insurance payment to employer	X	
✦ Deficient Payment Notice	X	
✦ Manage grace periods for timely notification	X	
✦ Dependent communication	X	
✦ Send notice to employer during continuation if another qualified event is experienced	X	
✦ Telephone support for COBRA Participants	X	
✦ Expiration/termination of coverage notices	X	
✦ Reporting to employer three times a month	X	
✦ Premium Collection Services	X	
✦ COBRA Regulation interpretation	X	