

A Clear
Solution to
your COBRA
Needs!

Enter Qualifying
Events
Electronically
Through
myRSC!

100% Online
COBRA
Reporting and
Tracking!



COBRA Administration Implementation

Initial Set-Up:

- Benefit option eligibility review
- Entry of benefit plan and coverage tier options
- Active COBRA participant takeover coordination
- Necessary training for entry of qualifying events through online portal
- Distribution of fully compliant initial notices to all covered employees

Ongoing Administration:

- Initial COBRA notices provided to all new hires upon notification
- COBRA election notices provided via first class mail with proof-of-mailing
- Tracking of election periods
- Calculation of applicable COBRA premiums
- Distribution of Premium coupon books and collection of premiums
- Termination notification and applicable conversion rights notifications
- Remittance of consolidated premium check to employer for all active COBRA participants

Administrative Fees:

Per Insured Employee: \$0.50 per month (\$20.00 min)
When Required: Subsequent notices are \$2.25 per notice
**Note: O.C.A. will retain the 2% administrative fee