
COBRA (RSK-P009)
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

1.0 SCOPE:

- 1.1. COBRA Notices are sent out when a new person is hired. COBRA Notices are sent for those who have a reduction in work hours or termination for qualifying reasons. COBRA may also apply to coverage loss for dependents.

2.0 RESPONSIBILITY:

- 2.1. Employee Benefits Technician

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- 6.5. If member accepts COBRA, a letter of acceptance and COBRA enrollment forms are returned to BRMS. BRMS will set up COBRA benefits and bill member for appropriate Dental and Vision rate. Medical enrollment forms are sent directly to the Health benefits are billed directly to the member by the Health Carrier for Certificated members. CalPERS COBRA enrollment forms are forwarded to Benefits Technician at SCUSD.
- 6.6. Benefits Technician sets up CalPERS COBRA enrollment in ACES.
- 6.7. Letter and information scanned into BMI system and hardcopies filed.

7.0 **ASSOCIATED DOCUMENTS:**

- 7.1 Union Contracts – external documents
- 7.2 RSK – F009A Initial Cobra Notification Letter
- 7.3 RSK – F009B Cobra Qualifying Event Notice
- 7.4 COBRA Letter – external documents
- 7.5 COBRA enrollment forms – external documents