

SUBJECT: How to Handle Potential AEIs Who May Exist Prior to Your BASIC COBRA Administration Start Date

Dear Valued Client,

The American Rescue Plan Act (ARPA) has assigned several new COBRA requirements and responsibilities to employers. One that we mentioned in our most [recent post](#) is how to handle potential Assistance Eligible Individuals (AEIs) whose qualifying events occurred **before the start date of your organization's COBRA plan administration with BASIC.**

Employees who experienced a COBRA qualifying event after October 1st, 2019 may not be in our system if their event date occurred prior to your effective date with BASIC. These individuals will need to be notified of their potential right to 100% subsidized continuation from April 1st, 2021 through September 30th, 2021. AEIs may elect coverage starting April 1st, 2021 even if they did not originally elect any period of continuation. Fortunately, BASIC has you covered! We will be happy to assist you with the ARPA notification requirements for this group of individuals as an optional service.

Optional Service Requirements:

If you would like BASIC to prepare and send notices to these employees, please return the completed [spreadsheet](#) in the specified format via secure upload by **May 15th, 2021**. Click [here](#) to upload the file and be sure to select "COBRA" from the department drop down field.

Important Notes:

1. *Do not enter qualifying event information for these individuals via the web portal. This will result in new COBRA election paperwork being generated. You **must** use the spreadsheet provided.*
2. *The cost for this optional service is \$7.50 per notice (minimum \$100.00). If you or your prior administrator will be sending notifications to individuals, no further action is necessary.*

If you have any questions about ARPA or your COBRA plan, please call your BASIC COBRA department.

Sincerely,
BASIC COBRA