

COBRA Notification Procedures

You must notify the plan administrator in writing within 60 days of the qualifying event or the termination of coverage when you experience one of the following:

- Divorce or legal separation.
- Your child doesn't qualify anymore as a dependent under the plan.
- A second qualifying event.

For an extension due to a determination of disability by the Social Security Administration, the notification must be provided to the plan administrator within 60 days of the later of the:

- Date of the disability determination.
- Date of the qualifying event.
- Date that you would have lost coverage as a result of the original qualifying event.

The plan administrator is _____

The notification must be provided in writing. _____

Include the following information in the notice:

- Name(s) of the affected individual(s).
- Date of the qualifying event.
- Short description of the facts related to the event.

If the qualifying event is a divorce or legal separation: Include a copy of the divorce decree or separation agreement.

If the event is a disability determination: Include a copy of the Social Security Administration's disability determination.

The notification should be sent to the plan administrator at the following address:
