

Federal COBRA/Cal-COBRA 2009 Status Questionnaire

As your Insurance Administrator, it is very important that we identify your COBRA status for each year. To establish Federal COBRA or Cal-COBRA status for the 2009 calendar year, please read the statement below, choose one of the COBRA options listed, and then return it to us. Your company's COBRA status is based on the total number of employees on payroll at your company, not on the total number of employees enrolled in the insurance plan. Do not count Owners or Officers of the company.

To calculate part-time employee hours to full-time employee hours: add all part-time hours, divide by full-time hours and add this number to your full-time employee count.

Please complete and return this form to NCBE Insurance Administration

2009 COBRA/Cal-COBRA Status

(You Must Choose One)

- _____ Federal COBRA: 20 or more employees on payroll (including union, part time & temporary) for at least 50% of the working days of 2008.
- _____ Cal-COBRA: 2 to 19 employees on payroll (including union, part time & temporary) for at least 50% of the working days of 2008.
- _____ Not COBRA Eligible: Sole Proprietor with no employees on payroll (including union, part time & temporary) for at least 50% of the working days of 2008.

Name of Company

Print Name of Owner/Officer

Firm #

Date

Signature of Owner/Officer

Title

Please complete and return this form even if you have no employees. Thank you.

A new Cobra Status Questionnaire is required to be on file with us annually in order to enroll or re-enroll.

Important Information you should know

Whether your company is deemed Federal or Cal-COBRA, it is your responsibility as the employer, to notify your employees and their dependents of their rights to continuation of coverage. When an employee experiences a Qualifying Event, (i.e., termination of employment) and you had a minimum of 2 employees on payroll (including union, part time, and temporary employees) for at least 50% of the previous working year, that employee is eligible for COBRA continuation. This questionnaire helps us administer that COBRA with required notices and reporting to the appropriate carrier the type of COBRA to be offered.

If the owner(s) of your company have ownership in multiple companies the COBRA/Cal-COBRA status for all companies may be affected. Federal law in many instances regarding multiple/common ownership is very complex. If your company falls into a multiple/common ownership category legal counsel is strongly advised. While each administrator endeavors to provide a simple guideline, we make no representation as to legal status of your company with regard to COBRA/Cal-COBRA.