

COBRA Open Enrollment

It's that time of the year again, open enrollment season!

We understand that open enrollment is a very hectic time of year for all employers; therefore, we developed an integrated process and procedure to streamline open enrollment for your COBRA participants. We are offering two options for COBRA Open Enrollment:

Full Service Open Enrollment **\$15.00/per packet**

Includes the production and fulfillment of all participant open enrollment materials. Materials include a cover letter that explains the steps your participants must follow to make their COBRA elections for the upcoming plan year, an easy-to-use enrollment form for your participants to complete and return to WageWorks, as well as any benefit information, including plan summaries or rate sheets that you would like WageWorks to include as part of the open enrollment materials to help your participants make their enrollment decisions. WageWorks will then apply the enrollment updates, send out new coupons, and update eligibility with the carriers.

Partial Service Open Enrollment **\$8.00/per packet**

Does not include the fulfillment of the open enrollment materials. WageWorks will process the returned enrollment forms from the participants, apply the changes, sends out new coupons, and updates the eligibility with the Carriers.

Why Choose WageWorks Full Open Enrollment?

- ▶ WageWorks will prepare and mail all participant communications for your COBRA population.
- ▶ WageWorks has an integrated process to streamline and reduce the cost for you to administer Open Enrollment.
- ▶ All communications will come directly back to WageWorks resulting in faster processing and less confusion.

Once the Open Enrollment period ends for your population, WageWorks will either send an Open Enrollment file or report to your carriers with the new election information.

Plan Validation

WageWorks strives to ensure that we have the correct benefit plans and rates in our system. Once you provide the new plan year benefits and rates we will apply those rates in our system and then provide you a report to review and approve.

Timeline

We know that open enrollment takes time for gathering the new rates as well as allowing participants to make changes. Therefore, we recommend gathering and providing us the new data four weeks prior to the start of open enrollment for your group.

Process

Once you've made your open enrollment selection, your Account Manager will walk you through the process prior to the start of open enrollment.

Minimum

WageWorks has an Open Enrollment Minimum of \$150.00 per plan year.

The client will be billed for USPS First Class mail, printing and/or copying documents.

Open Enrollment Made Simple With WageWorks!