

COBRA ENROLLMENT INSTRUCTIONS

	You must act within...	Follow these steps...
<p>To elect premium assistance</p> <ul style="list-style-type: none"> ➤ if you <u>are</u> currently enrolled in COBRA ➤ if you are <u>not</u> currently enrolled in COBRA <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>IMPORTANT: You will be notified about your approval status within 30 days of the Benefit Services Division receiving a completed Form B.</i></p> </div>	60 days	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review the enclosed COBRA information and the information on the website: www.benefitoptions.az.gov <input checked="" type="checkbox"/> Choose your COBRA enrollment options. <input checked="" type="checkbox"/> Complete the enclosed enrollment Form B. <input checked="" type="checkbox"/> Return the enrollment form to the Benefit Services Division at the address below. <input checked="" type="checkbox"/> Complete and return Form BN if you and/or a dependent becomes eligible for another group health plan. A qualified beneficiary may not receive COBRA premium assistance while eligible for another group health plan.
<p>To decline premium assistance</p> <ul style="list-style-type: none"> ➤ if you <u>are</u> currently enrolled in COBRA 	60 days	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review the enclosed COBRA information. <input checked="" type="checkbox"/> Mark the “I am currently enrolled in COBRA and decline premium assistance” option on enrollment Form B. <input checked="" type="checkbox"/> Return the enrollment form to the Benefit Services Division at the address below. <input checked="" type="checkbox"/> Your COBRA coverage will continue at the full premium amount.

Return all COBRA forms to:	Benefit Services Division 100 N. 15 th Avenue, #103 Phoenix, AZ 85007
For information, please visit:	www.benefitoptions.az.gov www.cms.hhs.gov/COBRAContinuationofCov/
If you have additional questions, please call:	Samantha Roberts (602) 542-5008 or (800) 304-3687