

2017 Benefit Options Enrollment Form - COBRA

APPLICANT INFORMATION				
REQUIRED	Insured Information	Name- Last <input type="text"/> First <input type="text"/> MI <input type="text"/>		
		EIN or SSN <input type="text"/>	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth <input type="text"/>
REQUIRED	Address	Street <input type="text"/>		City <input type="text"/>
				State <input type="text"/>
REQUIRED	Contact Information	Home Phone <input type="text"/>	Cell Phone <input type="text"/>	Email <input type="text"/>
				County <input type="text"/>
REQUIRED	Employee Information	Employee Last Name, First Name <input type="text"/>		Employee EIN or SSN <input type="text"/>
		Email Address <input type="text"/>		
Are you a new retiree? <input type="checkbox"/> Yes <input type="checkbox"/> No (If YES, please stop and contact ADOA before completing COBRA enrollment form)				

REQUIRED	Select all that apply:	Qualifying Life Event	Date of Event: ___/___/___
	<input type="checkbox"/> New Enrollment	<input type="checkbox"/> Marriage	<input type="checkbox"/> Gain/Loss of Other Coverage
	<input type="checkbox"/> Address Change	<input type="checkbox"/> Birth/Adoption	<input type="checkbox"/> Death of spouse/dependent
	<input type="checkbox"/> Terminate Coverage	<input type="checkbox"/> Divorce/Legal Separation	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Other _____		
	<input type="checkbox"/> Qualifying Life Event (select event in next box)		

Vision Plan - Monthly Premiums Amount	
Avesis Vision Coverage	
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	
<input type="checkbox"/> Applicant Only (\$4.07) <input type="checkbox"/> Applicant + Spouse (\$13.20) <input type="checkbox"/> Applicant + One Child (\$13.02) <input type="checkbox"/> Family (\$16.42)	

Dental Plan - Monthly Premiums Amount	
Total Dental Administrators	
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	
<input type="checkbox"/> Applicant Only (\$9.17) <input type="checkbox"/> Applicant + Spouse (\$18.34) <input type="checkbox"/> Applicant + One Child (\$17.86) <input type="checkbox"/> Family (\$27.51)	

Delta Dental PPO Plus Premier	
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	
<input type="checkbox"/> Applicant Only (\$36.66) <input type="checkbox"/> Applicant + Spouse (\$77.14) <input type="checkbox"/> Applicant + One Child (\$61.69) <input type="checkbox"/> Family (\$120.63)	

Medical Plan - Monthly Premiums Amount	
EPO PLAN (select one): <input type="checkbox"/> Aetna <input type="checkbox"/> BCBS AZ <input type="checkbox"/> Cigna <input type="checkbox"/> United HealthCare	
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	
<input type="checkbox"/> Applicant Only (\$601.80) <input type="checkbox"/> Applicant + Spouse (\$1,273.98) <input type="checkbox"/> Applicant + One Child (\$851.70) <input type="checkbox"/> Family (\$1,488.18)	

PPO PLAN (select one): <input type="checkbox"/> Aetna <input type="checkbox"/> BCBS AZ <input type="checkbox"/> United HealthCare	
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	
<input type="checkbox"/> Applicant Only (\$674.22) <input type="checkbox"/> Applicant + Spouse (\$1,424.94) <input type="checkbox"/> Applicant + One Child (\$953.70) <input type="checkbox"/> Family (\$1,662.60)	

HSA: <input type="checkbox"/> Aetna	
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	
<input type="checkbox"/> Applicant Only (\$399.84) <input type="checkbox"/> Applicant + Spouse (\$847.62) <input type="checkbox"/> Applicant + One Child (\$566.10) <input type="checkbox"/> Family (\$989.40)	

*For the NAU Blue Cross Blue Shield Plan, rates visit: <http://hr.nau.edu/m/content/view/102/112>

If you do not select **Enroll, **Decline**, or **No Change** in each coverage section, the coverage will be automatically declined.

***Your enrollment form will not be processed without payment made in full.

ADOA USE ONLY	
COBRA EFFECTIVE: _____	LENGTH OF COBRA: _____

For Changes Only	LAST NAME, FIRST NAME, MI	SSN (REQUIRED)	DATE OF BIRTH	SEX	RELATIONSHIP	MEDICAL (M) DENTAL (D) VISION (V)
<input type="checkbox"/> Add <input type="checkbox"/> Drop				<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> V
<input type="checkbox"/> Add <input type="checkbox"/> Drop				<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> V
<input type="checkbox"/> Add <input type="checkbox"/> Drop				<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> V
<input type="checkbox"/> Add <input type="checkbox"/> Drop				<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> V
<input type="checkbox"/> Add <input type="checkbox"/> Drop				<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> V

Effective January 1, 2009, Social Security numbers (SSN) will be required for you and your enrolled dependents.

The SSN is used as the basis for the Medicare HICN. The Medicare program uses the HICN to identify Medicare beneficiaries receiving health care services, and to otherwise meet its administrative responsibilities to pay for health care and operate the Medicare program. In performance of these duties, Medicare is required to protect individual privacy and confidentiality in accordance with applicable laws, including the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act Privacy Rule. Please note that the Centers for Medicare & Medicaid Services (CMS) has a longstanding practice of requesting SSNs or HICNs for coordination of benefit purposes.

FIRST PAYMENT FOR CONTINUATION COVERAGE (INITIAL REQUIRED)

If you elect continuation coverage, you do not need to send payment with the Enrollment Form. **Your first payment is due (i.e., must be postmarked) no later than 45 days after the date your Enrollment Form was postmarked (or faxed, or scanned) and sent to ADOA – HITF.** Keep in mind that your Enrollment Form will not be processed, and your COBRA coverage will not become effective, until payment is made in full. Further, if you fail to make your first payment within the 45 days allotted, you will lose all continuation coverage rights under the Plan. If payment is made on time (as indicated above), COBRA continuation coverage will begin the day after your job-based coverage ended. You are responsible for making sure that the amount of your first payment is correct. You may contact ADOA – Benefit Services at (602) 542-5008 or (800) 304-3687 to confirm the correct amount of your first payment. _____ (INITIAL REQUIRED)

MONTHLY PAYMENTS FOR CONTINUED COVERAGE (INITIAL REQUIRED)

After you make your first payment for COBRA continuation coverage, you will be required to make monthly payments thereafter. The amount due per month for each qualified beneficiary will be sent to you in a billing statement from ADOA – HITF. If you make a full payment on or before the due date, your continuation coverage under the Plan will continue for another month without a break. Billing statements are mailed as a courtesy. If you do not receive a bill, you may call ADOA – Benefit Services for assistance.

Please note- you are subject to termination, without notice at any time, for non-payment of premiums if balance due is not paid in full by due date. _____ (INITIAL REQUIRED)

WHERE AND HOW TO SEND PAYMENTS

All payments for COBRA continuation coverage shall be made by check or money order and made out to: Arizona Department of Administration – HITF.

Send your payments to:

Arizona Department of Administration – Health Insurance Trust Fund (HITF)
100 N. 15th Ave., #202
Phoenix, AZ 85007

EXTENSION OF COBRA COVERAGE (INITIAL REQUIRED)

If you elect continuation coverage, an extension of the maximum period of coverage may be available if a qualified beneficiary is disabled, or if a second qualifying life event occurs. You must notify the ADOA – Benefit Services Office of a disability or a second qualifying life event immediately in order to extend the period of continuation coverage. Failure to provide notice to the ADOA – Benefit Services Office of a disability or second qualifying event may affect your right to extend the period of continuation coverage. Please contact Benefit Services for additional information if you have experienced a qualifying life event. _____ (INITIAL REQUIRED)

I hereby certify, under penalty of perjury, that the information provided in this application for health benefits is correct and true. I am aware that providing false information - including that which is related to my address, spouse, or dependent(s) - may subject me to denial of health benefits, disciplinary action, and prosecution pursuant to ARS 13-2310, 13-2311, 13-2407, 13-2702 and other applicable laws. I hereby acknowledge, I have received the Summary of Benefits and Coverage Documents as part of The Affordable Care Act (ACA).

Signature: _____ Date: _____
(signature must be handwritten/physical; electronic signatures are not accepted)

**Return form & first payment to: ADOA, Health Insurance Trust Fund, 100 N. 15th Ave., Suite 202
Phoenix, AZ 85007 or fax: 602-542-4744 or email to: benefitsissues@azdoa.gov.**

