

# Commonwealth of Virginia Health Benefits Program

## Extended Coverage/COBRA Change Request

This form should be used by qualified beneficiaries to make allowable changes to an existing Extended Coverage/COBRA plan or membership. For initial COBRA enrollment, submit the Election Form provided in your Election Notice. Your Election Notice also includes information about your Extended Coverage/COBRA rights and responsibilities.

### PART A: Identification of the Qualified Beneficiary/Enrollee Submitting the Form

PLEASE PRINT

Name \_\_\_\_\_ Health Plan ID Number \_\_\_\_\_  
First Name M.I. Last Name

Address \_\_\_\_\_  
Street City State Zip + 4

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Sex:  Male  Female Date of Birth \_\_\_\_\_  
MM/DD/YYYY

### PART B: Requesting Changes to Membership Level

After initial enrollment, you may make changes to your plan and membership during the annual Open Enrollment (non-Medicare coordinating plans only) or within 31 days of a qualifying mid-year event. The change must be consistent with the event. These are the same opportunities available to similarly-situated non-Extended Coverage/COBRA participants. COBRA qualified beneficiaries may end coverage at any time by stopping premium payment.

#### Ending Coverage

Since each qualified beneficiary has an independent right to coverage, individuals may end Extended Coverage/COBRA at any time by ceasing to pay their monthly premium (or their part of the total premium) by the end of the payment grace period. If you wish to end coverage for individual members of your family group, please notify the plan by submitting the following information:

- Premium payment will be stopped for the following qualified beneficiary/ies

Name/s of affected qualified beneficiary/ies: \_\_\_\_\_

If you wish to end coverage for all qualified beneficiaries and dependents in your covered family group, stop paying the total premium. Coverage will be terminated at the end of the payment grace period.

If coverage is to end for the following reasons, please check the appropriate box, and provide documentation to support the change (this could affect the date of change). Some changes (\*) will require termination of Extended Coverage/COBRA. See your Election Notice for more information.

Name/s of affected qualified beneficiary/ies or dependent/s: \_\_\_\_\_

- Death of qualified beneficiary/dependent  
 Qualified beneficiary/dependent gained entitlement to Medicaid  
 Judgment, decree or order issued to end a child's coverage  
 Qualified beneficiary enrolled in other group health plan coverage\*  
 Qualified beneficiary became entitled to Medicare (A, B or both)\*  
 Qualified beneficiary has ceased to be disabled during the disability extension as determined by the Social Security Administration\*

#### Membership Increases

If you are requesting an increase in membership, please indicate the qualifying event below and attach documentation to support the event.

Name/s of dependent/s to be added: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Marriage   | <input type="checkbox"/> Spouse lost employer eligibility                               |
| <input type="checkbox"/> Birth or adoption  | <input type="checkbox"/> Qualified beneficiary gained permanent sole custody of a child |
| <input type="checkbox"/> Judgment, decree or order issued to add a child                      | <input type="checkbox"/> HIPAA Special Enrollment                                       |
| <input type="checkbox"/> Spouse or child lost government-sponsored plan, Medicare or Medicaid | <input type="checkbox"/> Open Enrollment (plan and/or membership change)                |
|   | <input type="checkbox"/> Other: _____   |

#### Second Qualifying Event

The following second qualifying events can result in increased duration of the Extended Coverage/COBRA period. See your Election Notice for additional information and requirements. You must provide documentation to support these events.

Name/s of affected qualified beneficiary/ies: \_\_\_\_\_

- Covered child ceased to be eligible under provisions of plan  
 Divorce from former employee  
 Determined to be disabled by the Social Security Administration  
 Death of former employee

## PART C: Requesting Changes To Plan

Indicate plan in which qualified beneficiary/ies are requesting enrollment (based on reason indicated in Part B).

### HEALTH PLAN

- |   |  |
|---|--|
| <input type="checkbox"/> COVA Care* (with basic dental) (ACC0)                                  | <input type="checkbox"/> COVA Connect** (with basic dental) (OCC0)                                 |
| <input type="checkbox"/> COVA Care + Out-of-Network (ACC1)                                      | <input type="checkbox"/> COVA Connect + Out-of-Network (OCC1)                                      |
| <input type="checkbox"/> COVA Care + Expanded Dental (ACC2)                                     | <input type="checkbox"/> COVA Connect + Expanded Dental (OCC2)                                     |
| <input type="checkbox"/> COVA Care + Out-of-Network + Expanded Dental (ACC3)                    | <input type="checkbox"/> COVA Connect + Out-of-Network + Expanded Dental (OCC3)                    |
| <input type="checkbox"/> COVA Care + Expanded Dental + Vision & Hearing (ACC4)                  | <input type="checkbox"/> COVA Connect + Expanded Dental + Vision & Hearing (OCC4)                  |
| <input type="checkbox"/> COVA Care + Out-of-Network + Expanded Dental + Vision & Hearing (ACC5) | <input type="checkbox"/> COVA Connect + Out-of-Network + Expanded Dental + Vision & Hearing (OCC5) |

- |  |   |
|--|---|
| <input type="checkbox"/> COVA HDHP—High Deductible Health Plan (CHD) | <input type="checkbox"/> Kaiser Permanente HMO – available in Northern Virginia, Central Virginia and Northern Neck designated zip codes (KP) |
|--|---|

\* COVA Care available in all areas except designated Hampton Roads zip codes

\*\* COVA Connect available in designated Hampton Roads zip codes

For Eligible Medicare-coordinating plan continuation coverage

- Advantage 65    Advantage 65 + Dental/Vision    Other Medicare Plan Option \_\_\_\_\_
- PLAN NAME

### FAMILY MEMBERS TO BE COVERED (list all to be covered, not just additions)

NAME PLEASE PRINT (include last name if different)	BIRTHDATE MM/DD/YYYY	SOCIAL SECURITY NUMBER
Former Employee		
Spouse		
Children		

If you need more space, attach a separate sheet of paper to this form.

## PART D: Certification

**ENROLLEE STATEMENT:** I want to make a change in Extended Coverage/COBRA enrollment. I understand that I will be billed directly for the monthly premium. Once enrolled, I understand that changes may only be made at Open Enrollment or with certain qualifying midyear events (see Part B) when the changes are consistent with the events. I have read and understand my rights and responsibilities as explained in my Election Notice. I understand that my premiums are subject to change and that the Commonwealth of Virginia reserves the right to change my coverage to the appropriate plan and membership based on my eligibility and/or plan availability just as those requirements apply to similarly-situated Non-Extended Coverage/COBRA health plan participants. I understand that non-payment of premium will result in cancellation of coverage per the provisions of the Public Health Service Act as described in my Election Notice and that claims will not be processed during the defined grace period until premium is paid.

**CERTIFICATION/AUTHORIZATION:** I certify that I have reviewed the information on this enrollment form and that it is complete and accurate to the best of my knowledge. Furthermore, I understand that the health plan and its business associates have the right to use Protected Health Information in connection with the treatment, payment and operations of these plans as defined by the Health Insurance Portability and Accountability Act.

Print Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Sign Here \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to:** Office of Health Benefits Extended Coverage/COBRA Administrator  
101 North 14th Street, 13th Floor  
Richmond, VA 23219

### FOR OHB COBRA ADMINISTRATOR USE

- Change processed/effective date \_\_\_\_\_
- Change denied
- OHB Staff Member \_\_\_\_\_ Date \_\_\_\_\_