Employee Termination

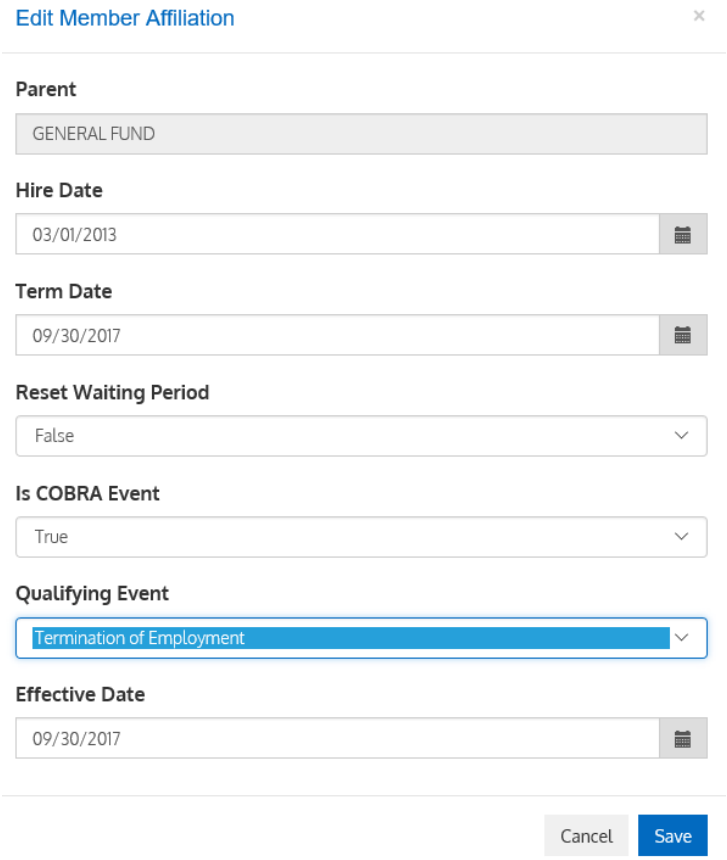
Things to submit to CHP

1. **Coverage Continuation Notice:**
   a. You will need to complete the COBRA Qualifying Event Information including the Date of qualifying event and Date of coverage termination.
   b. If the employee **is available**, have the employee complete the Coverage Continuation Notice making sure all information like their home address or new address if moving, is completed and that the employee has signed and dated the form.
      i. If the employee **is NOT available** you can complete this form.
      ii. If the employee wants to elect COBRA coverage, have the employee check the "Elect" box and sign & date the form.
      iii. If the employee wants to decline COBRA coverage, have the employee check the "Decline" box and sign & date the form.
      iv. If the employee is undecided regarding the coverage, have the employee check the "Undecided/Unknown" box and sign & date the form.
      v. A COBRA Election Notice will be sent to all termed employees unless due to gross misconduct and you tell us not to send the COBRA Election Notice.
      vi. If the employee **is NOT available** to complete the Coverage Continuation Notice do not send it to the employee in the mail. Simply complete the Notice on behalf of the employee (leaving the Election/Decline section blank) and write your name, title, and the date in the "Completed by" section. Be sure to complete "Last Known Address" in the Employee Information section.
      vii. Coverage will terminate at the **end of the month** in which the employee terminates employment.
      viii. Make a copy for your records and forward a copy to your Benefits Administrator at CHP.

2. **If terming an employee in the online system, you do not need to send a copy of the Coverage Continuation Notice to your Benefits Administrator at CHP.**

   Below are the steps when using the online system:
   1. Go to the online system – https://enrollment.ctsi.org/account/login
   2. At the Home page – under the account login – enter your username and password that you created.
   3. Enter on the left side the employee's name – First and Last Name along with their Social Security number, Click the Find button at the bottom of the page.
   4. Once found, under the "Family" tab click on view. Then click on edit (next to the employee's name). You do not need to term their dependents, by terminating the employee it terms dependents as well.
   5. If an employee has moved make sure to update their address and click on save before continuing.

Under the employee's name and address the next section shows Affiliation, this is where you will put in their termination information. Do not make changes to any other sections.
Click on the pencil to the right of the affiliation and a pop-up box will show up that needs to be filled in.
Regardless of what the employees last day is always put in the last day of the month in which they are covered under the Term Date.
Don't make changes to "Reset Waiting Period", it defaults to false already.
You need to change the drop-down box that states "Is COBRA Event" to True. It will give you options as to why the employee is terming. Please select "termination of Employment" from the "Qualifying Event" box and change "Effective Date" to the last day of the month as well.
Click on Save and you are done.



Things to Give to Employee

1. **Life Conversion Notice**
    a. The employee may elect to continue life coverage and the employee's spouse may elect to continue supplemental life coverage, if applicable. Complete the top section of the Life Conversion Notice and give it to the employee.
    b. **It is the responsibility of the participant to complete and mail the Life Conversion Notice to Anthem Life.**
    c. The Life Conversion Notice should be provided to an employee if the employee's group term life insurance ends for any of the following reasons:
        i. the Certificate holder no longer meets the definition of an Eligible person (for example, the Eligible Person retires or otherwise ends employment or is no longer in an eligible class); or
        ii. the Certificate holder fails to pay any premium contribution due.