

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 96

September 1, 1993

TO: All Departments, Boards, Agencies, and Commissions

FROM: Leonard, D. Simmons, Jr., Chief Administrative Officer

SUBJECT: COBRA CONTINUATION COVERAGE

1. PURPOSE.

This memorandum announces the procedure for distribution of the health care plan COBRA continuation coverage information to terminate employees by departmental personnel offices.

2. GENERAL INFORMATION.

Information on continuation of health care coverage through COBRA was formerly distributed by the Insurance Section of the Chief Administrative Office.

In order to ensure that the City meets the notification deadlines required by federal law, this procedure is being changed. Effective immediately, this procedure will be handled by each departmental personnel office during the exit interview of each employee who terminates employment with the City and who, at the time of termination, has health care coverage through either the Comprehensive Health Care Plan administered by Total Benefit Services (TBS) or the Preferred Provider Organization Plan administered by Group Insurance Administration (GIA/PPO).

Affected employees must receive a COBRA information letter and an election form at the time of the exit interview. A copy of the signed acknowledgement by the terminating employee must be forwarded to the Insurance Section by the departmental personnel office. If no exit interview is conducted, the information should be mailed to the employee's home, and a copy of the letter forwarded to the Insurance Section.

The attached COBRA letter and election form may be copied and distributed to employees through December 31, 1993. Subsequent materials must be obtained on an annual basis from the Insurance Section of the Chief Administrative Office by departmental personnel offices, as conditions of coverage and premium rates are subject to change.

3. INQUIRIES.

Questions concerning this memorandum should be addressed to the Insurance Section of the Chief Administrative Office at 565-6515.

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