

**COBRA COVERAGE ELECTION FORM**

Print Employee Name: \_\_\_\_\_

People Soft # \_\_\_\_\_

Print Cobra Enrollee Name \_\_\_\_\_

Telephone: \_\_\_\_\_

(If different from above):

Address/City/Zip: \_\_\_\_\_

**INSTRUCTIONS:** To elect COBRA continuation coverage, complete this Election Form and return it to CSU. Under federal law, you must have 60 days after the date of this qualifying event (election) notice to decide whether you want to elect COBRA coverage under the Plan.

Upload the completed election form to: [sarahconfer@csufresno.edu](mailto:sarahconfer@csufresno.edu) through MoveIt - a secure data transfer software or mail the completed Election Form to: **California State University, Fresno, Human Resources, Joyal Administration 211, 5150 North Maple Avenue, M/S JA41, Fresno, CA 93740-8026 559.278.2032.** This Election Form must be completed in writing and returned through MoveIt or mail to the address specified above. The following are not acceptable as COBRA elections and will not preserve COBRA rights: oral communications regarding COBRA coverage, including in-person or telephone statements about an individual's COBRA coverage.

**\* [MoveIt transmittal instructions are included in this packet.](#)**

If you do not submit a completed Election Form within 60 days from the date on this notice, you will lose your right to elect COBRA coverage. If you reject COBRA coverage before the due date, you may change your mind as long as you furnish a completed Election Form before the due date. However, if you change your mind after first rejecting COBRA continuation coverage, your COBRA continuation coverage will begin on the date you furnish the completed Election Form.

***Read the important information about your rights included in the pages after the Election Form.***

**I (We) decline enrollment in all COBRA coverages.**

**I (We) elect COBRA coverage for medical, dental vision plan and/or the HCRA plan.** (Collectively, the Plan) as indicated below (you may elect one or more group health coverages under "Coverage elected"):

<input type="checkbox"/> Anthem Blue Cross Select* (HMO)	<input type="checkbox"/> Anthem Blue Cross Traditional* (HMO)	<input type="checkbox"/> BlueShield Access + Advantage*(HMO)	<input type="checkbox"/> United HealthCare Alliance* (HMO)	<input type="checkbox"/> Health Net SmartCare* (HMO)	<input type="checkbox"/> Kaiser* (HMO)
<input type="checkbox"/> PERS Care(PPO)	<input type="checkbox"/> PERSChoice(PPO)	<input type="checkbox"/> PERS Select(PPO)	<input type="checkbox"/> PORAC (PPO) <small>This medical plan is <u>restricted</u> to Unit 8 employees with SUPA membership.</small>		
<input type="checkbox"/> Delta Dental Care (HMO)	<input type="checkbox"/> Delta Dental Enhanced (PPO)	<input type="checkbox"/> Vision Service Plan (Basic)	<input type="checkbox"/> Vision Service Plan (Premier)		

Name	Date of Birth	Relationship to Employee	SSN (or other identifier)	Coverage elected
_____	_____	_____	_____	<input type="checkbox"/> medical <input type="checkbox"/> dental <input type="checkbox"/> vision
_____	_____	_____	_____	<input type="checkbox"/> medical <input type="checkbox"/> dental <input type="checkbox"/> vision
_____	_____	_____	_____	<input type="checkbox"/> medical <input type="checkbox"/> dental <input type="checkbox"/> vision
_____	_____	_____	_____	<input type="checkbox"/> medical <input type="checkbox"/> dental <input type="checkbox"/> vision
_____	_____	_____	_____	<input type="checkbox"/> medical <input type="checkbox"/> dental <input type="checkbox"/> vision

All qualified beneficiaries who were covered under the HCRA will be covered together for HCRA COBRA coverage. However, each qualified beneficiary has separate election rights, and each could alternatively elect separate COBRA coverage to cover that qualified beneficiary only, with a separate HCRA annual coverage limit and a separate COBRA premium. If you are interested in this alternative, contact Human Resources.

**MEDICARE**

Is the covered employee, spouse, domestic partner, or any dependent child entitled to Medicare Part A, Part B or both?  Yes  No  
If yes, name and date of entitlement (shown on Medicare card): \_\_\_\_\_.

If you become entitled to Medicare (or first learn that you are entitled to Medicare) after submitting this *Election Form*, immediately notify Human Resources and the applicable dental and vision carriers/COBRA administrators of the date of your Medicare entitlement at the addresses shown below.

**HCRA Participant**

If you lose your eligibility to participate in the Health Care Reimbursement Account for any reason during the plan year (i.e., retire, terminate, etc.), you may continue to make contributions on an after-tax basis to your account under the CSU's Continuation of Coverage guidelines. You must have a positive account balance at the time you separate. If you choose not to continue contributions under COBRA, the funds you have already contributed to your account will not be available for reimbursement of expenses you incur after the date you are no longer eligible.

I (we) have received and read this entire COBRA Qualifying Event (Election) Notice, including the information regarding "Electing COBRA under the HCRA". I (we) understand that the use-it-or-lose-it rule will continue to apply to the HCRA coverage, if elected, so any unused amounts will be forfeited at the end of the Plan year (December 31). I (we) also understand that no HCRA coverage will be available for subsequent years. \_\_\_\_\_ Initials

Signature

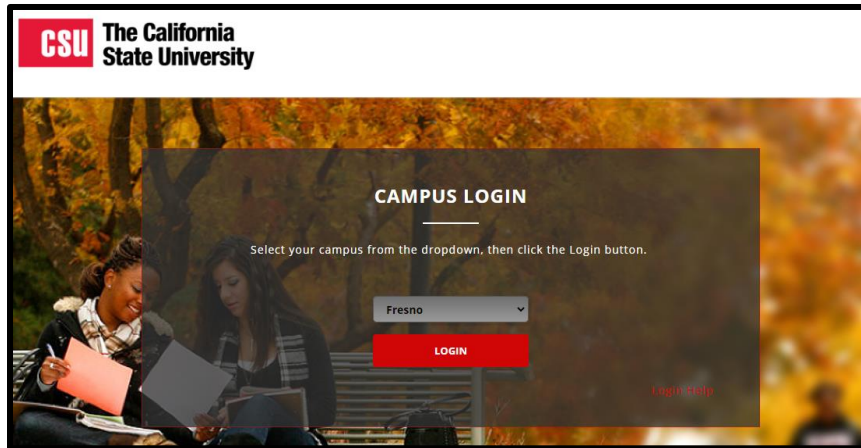
Date

# FRESNO STATE BENEFITS CSU MOVEit FILE UPLOAD PROCESS FOR COBRA

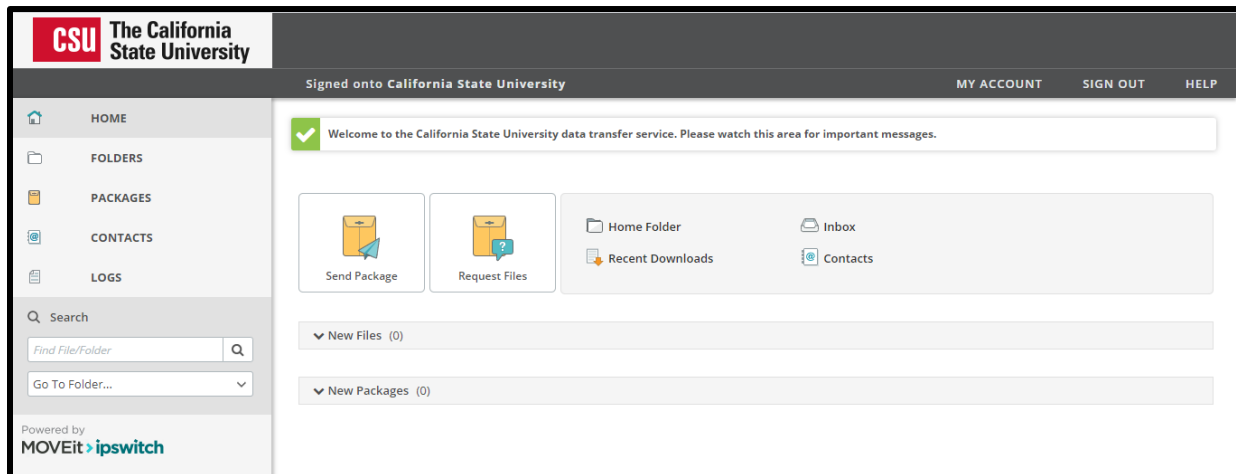
Please use the process below to upload your documents with personal information and/or social security numbers to the Fresno State Benefits team.

## Instructions

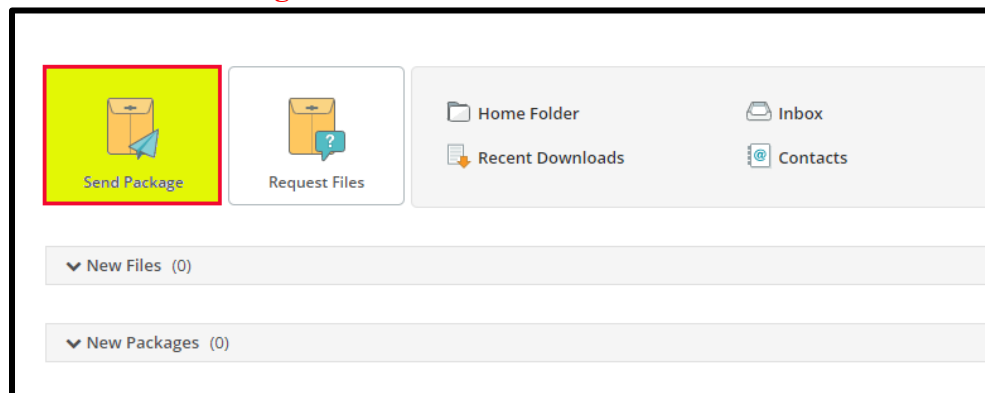
1. Log in to - <https://transfer.data.calstate.edu/> - using Fresno State credentials



2. Will be taken to a CSU MOVEit page

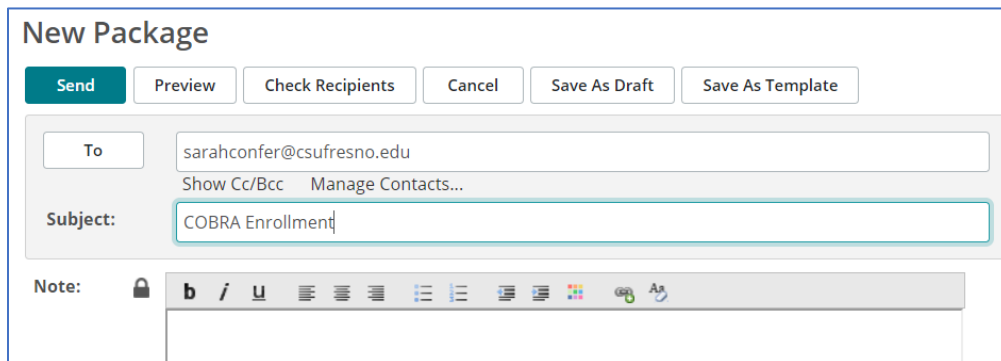


3. Select **“Send Package”**



4. Enter in → **To:** [sarahconfer@csufresno.edu](mailto:sarahconfer@csufresno.edu)

5. Enter in → **Subject** – “**COBRA Enrollment**”



New Package

Send Preview Check Recipients Cancel Save As Draft Save As Template

To sarahconfer@csufresno.edu  
Show Cc/Bcc Manage Contacts...

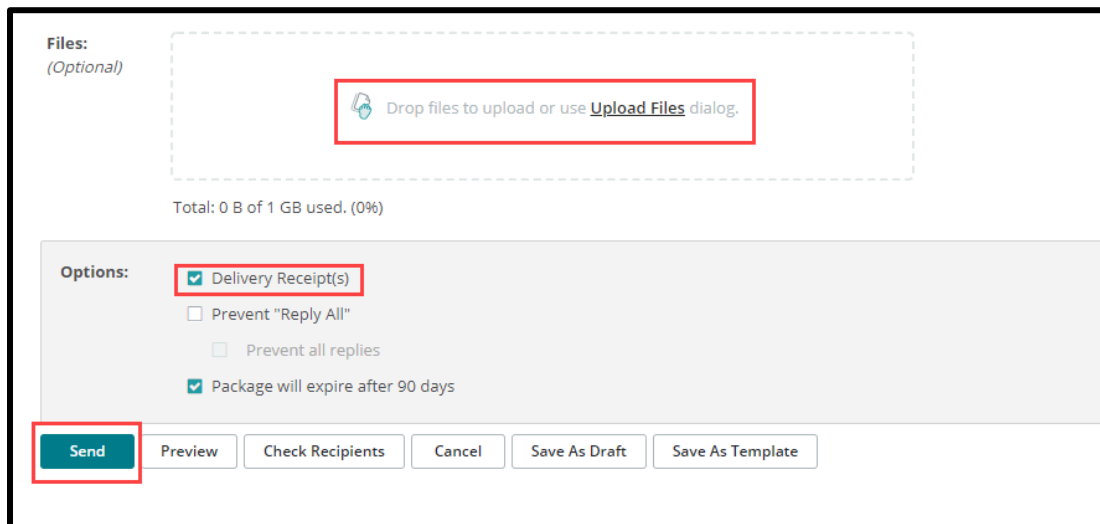
Subject: COBRA Enrollment

Note: **b** / **i** **u** [Text Formatting Icons]

6. Upload or “Drag& Drop” documents

7. Select “**Delivery Receipt**” under “**Options**” section

8. **Send**



Files: (Optional)

Drop files to upload or use [Upload Files](#) dialog.

Total: 0 B of 1 GB used. (0%)

Options:

- Delivery Receipt(s)
- Prevent "Reply All"
- Prevent all replies
- Package will expire after 90 days

Send Preview Check Recipients Cancel Save As Draft Save As Template

NOTE: If you encounter an error message, you may need to clear your browser cache. Below is a link to assist with clearing browser cache, if needed.

[How To Clear My Cache](#) - This guide covers all browsers.