

When to send a *Notice of Unavailability of COBRA Continuation Coverage*

When a qualified beneficiary **applies for COBRA coverage but is not entitled**, complete this form (an enterable PDF).

Before you open this document, be sure you have carried out the one-time computer set-up process explained below.

1) Enter the following personalized information on the notice:

- Date
- Name and address of employee/retiree/qualified beneficiary
- Greeting line
- Date coverage will end or has ended
- Insert a check mark in the appropriate box, indicating the reason they are not entitled to COBRA coverage. (Use your mouse to insert the check mark.)
- Address and phone number of your Benefits Office/department. (Note: This information is required by the Department of Labor, in case the employee/retiree/qualified beneficiary has a question.)

2) You may send the notice by U.S. mail or hand-deliver it. However, sending by U.S. mail is preferred.

3) The notice must be sent no later than 14 days after the date you are notified of the invalid qualifying event.

Computer set-up: Please go through the following ONE TIME procedure before you open this notice. (Note: If you have already done this set up in order to access the COBRA application packet, there is no need to do it again.)

Instructions for PC users with Adobe Acrobat Reader Version 6 or higher:	Instructions for PC users with Adobe Acrobat Reader Version 5 or below:
<ul style="list-style-type: none">• With Adobe Acrobat opened, select “edit” from toolbar• Scroll down and select “properties”• Select “internet” in options along the left side• Uncheck the box that says “display .pdf’s in browser”• To save your changes, close and then reopen Internet Explorer	<ul style="list-style-type: none">• With Adobe Acrobat opened, select “edit” from toolbar• Select “preferences”• Select “options”• Uncheck the box that says “display .pdf’s in browser”• To save your changes, close and then reopen Internet Explorer

Note: If you bypass this set-up process, each time you open the *Notice of Unavailability of COBRA Continuation Coverage* or the COBRA application packet documents, the personal information you entered the last time you accessed these documents will reappear. This means you will have to manually delete all the personal information before you can enter new information.