



# TEXAS ASSOCIATION of COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

## TAC HEBP Interim COBRA Administration Agreement

This Interim COBRA Administration Agreement ("Agreement") is made between Texas Association of Counties Health and Employee Benefits Pool (TAC HEBP) and \_\_\_\_\_ (insert group name) ("Group") for TAC HEBP to provide Consolidated Omnibus Budget Reconciliation Act (COBRA) administration services.

### 1. COBRA ADMINISTRATION DURING THE INTERIM PERIOD

TAC HEBP will provide COBRA administration services for Group's active and pending eligible participants from May 1, 2025 through the Group's next renewal date. Group acknowledges that TAC HEBP will issue a revised interlocal agreement covering the provision of services, including COBRA administration services, effective beginning on Group's anniversary date

### 2. FEE STRUCTURE

Service	Cost (Per Event/Per Participant)
COBRA Administration Fee	A one-time fee of \$150.00 per participant enrolled on or after May 1, 2025, and prior to Group's anniversary date

### 3. AGREEMENT TERM & RENEWAL PROCESS

This Agreement is effective from May 1, 2025, until the Group's next anniversary date \_\_\_\_\_ (insert applicable anniversary date).

\_\_\_\_\_ (insert group name)

By: \_\_\_\_\_  
Name: Daryl K. Miller  
Title: County Judge  
Date: 4/14/25

Texas Association of Counties Health and Employee Benefits Pool (TAC HEBP)

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Tricia Jacks

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**From:** TACHEBP <TACHEBP@county.org>  
**Sent:** Thursday, April 03, 2025 1:48 PM  
**To:** Tricia Jacks  
**Subject:** TAC HEBP Important Update: Transitioning to BenefitConnect|COBRA for COBRA Administration Effective May 1  
**Attachments:** TAC HEBP Change in COBRA Administrator - Active Participant Letter.pdf; TAC COBRA Election Notice Sample.pdf; COBRA Transition FAQ.pdf

Dear Sabine County:

We are reaching out to you regarding the upcoming transition of COBRA administration services for your county or district, in partnership with the Texas Association of Counties Health and Employee Benefits Pool (TAC HEBP). As of May 1, 2025, our new COBRA administrator, Willis Towers Watson's **BenefitConnect|COBRA**, will begin handling COBRA administration on behalf of TAC HEBP. Below are the key details about this transition, including fees, contract updates, participant communications, and additional resources to support you through this change.

### Key Updates & Support

#### 1. COBRA Fees During the Mid-Year Transition

Since this transition is occurring mid-year, TAC HEBP will cover the new costs of participants' Qualifying Event Notice fees with BenefitConnect|COBRA until your group's renewal date. Groups will continue to be responsible for their current COBRA administration fees during this interim period. COBRA administration services will continue uninterrupted for current and eligible participants.

At the time of renewal, Sabine County will have the option to:

- ✓ Continue COBRA administration through TAC HEBP and with our new vendor partner, BenefitConnect|COBRA;
- ✓ Elect to self-administer COBRA benefits; or
- ✓ Select an outside third-party administrator (TPA) | Group continues to process terminations through OASys.

#### 2. COBRA Fee Schedule

Effective on the group's anniversary date, the following fee structure will apply under BenefitConnect|COBRA:

Service	Cost (Per Event/Per Participant)
<b>COBRA Qualifying Event Notice</b> <i>New Fee:</i> Effective on a group's anniversary date	\$20.00 per notice
<b>COBRA Administration Fee</b> Fee will be discontinued at a group's anniversary date.	A one-time fee of \$150.00 per enrolled participant

Since TAC HEBP will be covering the *Qualifying Event Notice* fees during the transition period, the new charges will not apply until your group's renewal date. For example, if your county or district renews COBRA administration with BenefitConnect|COBRA on October 1, 2025, TAC HEBP will cover the new COBRA Qualifying Event Notice fees from May 1 to September 30, 2025. Your group would then be responsible for the new COBRA Qualifying Event Notice fees effective October 1, 2025.

### 3. **Past Due Invoices from Former COBRA Vendor Partner, Blue Cross and Blue Shield (BCBS)**

As part of this transition and the closing out of our former COBRA administration services with BCBS, we understand that some groups may have received invoices for past due balances. TAC Health & Benefits Services has been informed by BCBS's leadership that they will be writing off these past-due balances.

If your group receives an invoice related to these past due amounts, no action is required, and you may disregard the payment request.

### 4. **Updated Contract Structure**

Previously, your COBRA administration contract was directly between Sabine County and Blue Cross and Blue Shield (BCBS). Moving forward, the contract for COBRA administration will now be between your county or district and TAC HEBP. This change allows us to provide enhanced oversight and streamlined support for your COBRA administration needs.

**As part of this transition, we will be implementing a two-step agreement process:**

- **Interim Period Agreement (May 1, 2025-Group's Renewal Date):**

We will send a short-term agreement tomorrow, April 4, covering COBRA administration with TAC HEBP during the interim period from May 1, 2025, until the group's renewal date. This agreement will need to be signed and promptly returned to TAC Health & Benefits Services.

- **Renewal and Amended Interlocal Agreement**

At renewal, we will provide an amended Interlocal Agreement for groups continuing COBRA administration services through TAC HEBP and BenefitConnect|COBRA.

- **Alternatively, groups may choose a different COBRA administration option for the upcoming plan year.**

Please be on the lookout for another email with the short-term agreement. We will need your county or district to review, sign, and return the agreement. Additional details regarding the amended Interlocal agreement will be provided closer to your renewal date.

### 5. **Participant Communication & Payment Updates**

Your current COBRA participants will receive detailed communications from BenefitConnect|COBRA regarding the transition. For your reference, we have attached a sample participant notification letter that will be sent out the week of April 7, 2025.

Participants will also experience a simplified, streamlined process for making payments, including:

- ✓ Payment coupons to facilitate easy premium payments
- ✓ New online and automated payment options to improve convenience

### 6. **Frequently Asked Questions (FAQ)**

To assist with a smooth transition, we have created a Frequently Asked Questions (FAQ) document that addresses some common concerns. This resource is designed to help you as the employer and your internal team navigate the changes effectively.

### **Next Steps and Support**

We encourage you to review the attached documents, including:

- ✓ Sample participant communication
- ✓ FAQ document

If you have questions or need further clarification, please reach out to your Employee Benefits Consultant or Specialist at (512) 478-8753 or via email. We look forward to continuing to support your COBRA administration needs.

Best regards,  
Your TAC Health & Benefits Services Team



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[www.county.org](http://www.county.org)

*The Mission of the Texas Association of Counties is to unite counties to achieve better solutions.*