ThrivePass

COBRA Master Plan Renewal Addendum

Employer Information		
PEO Name:	Prism Instance ID:	Master Plan Year Effective Date:

Open Enrollment Information

☐ Passive OE (if no action is taken, the member will not lose insurance. The members will remain in the same tier/plan, only rates will update. If the plan is no longer available, ThrivePass can move the member into the corresponding new plan. PEO will need to provide ThrivePass with a listing of the corresponding plans)

☐ Active OE *(If no action is taken, the member will be terminated from insurance).* ***ThrivePass assumes all plans are considered active unless otherwise noted.***

*COBRA open enrollment is typically set up for 2 weeks unless otherwise requested

Options to notify ThrivePass when your clients are ready to set up OE:

☐ Select a date for all clients COBRA Open Enrollment completion: All new plan year information will be updated in Prism and all clients have completed renewal by: _____

Active population Open Enrollment Dates: _____ to _____

☐ *Provide us information as it comes in: Throughout the client renewal process, communicate to your Relationship Manager when you have clients ready for Open Enrollment.*

**Client renewals must be communicated at least 30 days in advance of the plan effective date.*

Will there be any changes to your plan structure?
☐ Adding/Removing Plans ☐ Adding/Removing Carriers ☐ Plans changing rate structure ☐ Adding plans with state continuation (if so, please list plan and state affected)

Describe: _____
**Please note that depending on the scope of the changes, you may be required to provide additional information outside of the regular Plan Integration API.*

Important Notes:

- If Carrier contacts are changing, please ensure that Payee ID name and email information is updated in Prism.
- If continuing COBRA administration for terminated clients, please provide ThrivePass with plan and rate information as this will not stream through the API.
- Rate changes reflected in Prism will automatically generate a plan change notice to qualified beneficiaries.
- As a friendly reminder, checking the COBRA electable box should be the last step in adding a new plan to ensure incomplete plans do not stream through API. Please ensure to create new plan ID's instead of making plan description changes.

Plan Agreement Signature

By signing below, I agree that the above plan information is correct and true. ThrivePass shall have no power to add to, subtract from or modify, any terms of the plan to change or add any benefit provided under the Plan or to waive or fail to apply any requirement for eligibility for a benefit under the Plan. No alteration or modification of the plans above shall be valid or of any force or effect unless it is expressed in a written amendment executed for the parties by persons duly authorized to do so.

Signature:	Date:

Notes or Feedback