



Benefits Extension Process for Non-PAS Location Coordinators

Information

Christian Brothers Services (CBEBT) allows employees to extend their medical, dental, and prescription coverage in lieu of COBRA for up to 18 months. If employees would like to extend their vision coverage, they will need to seek out their own policy. Please give the Separation Letter to all employees, regardless of benefits status. If you choose to mail the letter to their house, please note the date mailed on the Separation Checklist and file that in the employee's personnel file.

Process

1. Mail or email the Separation Letter and Benefits Extension Request Form to the employee.
2. Ask the employee to complete Part II of the Benefits Extension Request Form and return the completed form to you.
 - a. Since non-PAS locations audit their own CBEBT invoices, it's best for non-PAS locations to work directly with the employee.
3. Complete Part I of the Request Form and sign at the very bottom.
 - a. Note: your location number is the group number at the top of your CBEBT invoice. Dependent information can be found in ADP via *people > benefits >*

enrollments > dependents & beneficiaries. Only fill out that section with information for covered members. If the employee was enrolled in employee only coverage, leave the dependent section blank. You can view covered members in ADP via *people > benefits > enrollments.*

4. Email the completed form to hbsenrollmenthelp@cbservices.org.
5. Keep a close eye on your CBEBT invoices. There will be a new section for employees on benefits extension.
6. Create a spreadsheet to track payments sent by the employee. Payment is due via check to your location five days before the end of the month.
 - a. Note: Christian Brothers is only able to reimburse for two months of premiums. It's important to monitor your invoice in relation to payments submitted by the employee to make sure your location does not get overcharged.
7. If the employee would like to end their benefits extension prior to 18 months, please ask them to complete another version of the Benefits Extension Request Form and email it to CBEBT.