

Next Steps for ARPA

You will find the following new features in our secure COBRA portal (detailed information continues below):

- Submission of your Assistance Eligible Individual (AEI) designations
- AEI designation in the online Qualifying Event and People on COBRA forms
- Optional COVID Relief Letters

Submission of AEI Designations:

You are now able to complete your AEI designations and submit. Complete your selections, click on Preview and then Submit. **Please note**, however, that required ARPA notices will begin mailing in the near future (and not immediately). We have continued development initiatives to support these notices and the special elections that can be made as a result. If any further guidance is issued that would affect your AEI designations, we will issue an announcement and provide instructions.

AEI Designation for New Qualifying Events and People on COBRA:

The secure COBRA portal has been updated with a new field for AEI designation. Please check the box, as applicable, when submitting new records to isolved Benefit Services.

Account: ABC Test Company (010TEST)

Qualifying Events Form

Preview Submit Help

Employee

*First Name:	Employee #:	*Event Date:	Before s
Initial:	*Hire Date:	*Event:	•
*Last Name:	Insurance #:	*Language: English	•
*SSN: Format: 123-45-6789	*Employee Class: Full Time Class 1	Assistance Eligible Individuals (AEI) <input type="checkbox"/>	
*DOB:	*Payroll Frequency: Not very Frequent		

Upload of Possible AEIs:

If you have AEIs who are not already in the isolved Benefit Services COBRA platform (generally, notified by another administrator and did not already elect COBRA), we have provided the ability for you to add these possible AEIs to our system with an upload. Download the [file template](#) and for more assistance, the [template instructions](#). You may need to consider this upload if you have implemented isolved Benefit Services COBRA Administration since October 1, 2019, or if your organization has experienced a merger or acquisition.



Optional COVID Relief Letters:

Starting Tuesday, April 20, after submission of your AEI designations, you will receive an e-mail inviting you to opt in or opt out of having isolved Benefit Services mail a second relief letter to COBRA participants, explaining the wind-down of extended COBRA timeframes as a result of Notice 2021-01. Notice 2021-01 indicated that employers and plan administrators "should" notify participants of these changes. We have made these notices an optional offering to you.

Note to customers using File Feeds, isolved COBRA integration and Employee Navigator Integration:

Records submitted through file feeds and integrations will not include AEI designations. Please plan to visit your AEI designation page frequently to submit designations for new records. We suggest updating your designations within one business day of file/record submission. This will be an ongoing process through the subsidy period (i.e., until September 30, 2021).



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