

Schedule A – Schedule of Selected Services and Fees

Employer: Lewis & Clark College

Agreement Period: April 1, 2025 through March 31, 2026

Original Agreement Period, if different: November 1, 2012 through March 31, 2019

CMS Service	Fee
Standard Services	
Plan and Participant Renewal	\$100.00
Base Monthly Administration	\$0.62 PIPM / \$45.00 Minimum – includes all Election Notices and General Notices for new enrollees
COBRA Two Percent Administration Fee	AS is entitled to retain the two percent administration fee allowed under COBRA regulations. If the two percent is not included in the Monthly Contribution Amounts , SS will invoice the Employer for the two percent.
Selected Optional Services – Included in Addendums 1, 2, 3	
Carrier Eligibility (option 1)	Included in base monthly administration fee
Carrier Direct Premium Remittance (option 2)	\$20.00 monthly
Carrier Invoice Account Reconciliation (option 3)	Included in base monthly administration fee
Additional Optional Services Available at Employer's Request	
FSA Monthly Administration	\$4.50 per participant per month
Nondiscrimination Testing	\$150.00 per test
Sect. 125 Plan Document & SPD	\$150.00
FSA: Paper Account Balance Reports mailed to Participants	\$3.00 per report
FSA: Automated Account Balance Report emailed	Included
Mass Mailing of General Notices	\$3.00 per notice issued (6 page max). Must use a file layout acceptable to CMS in order for this pricing to apply.
Non-standard Notices as a Result of Temporary Regulatory Changes or Other Notice Requested by Employer	\$3.00 per notice issued (6 pages max). Must use a file layout acceptable to CMS in order for this pricing to apply.
Multiple Location Reporting and Month-End Accounting	\$50.00 set-up fee, \$40.00 per location per month in excess of one
Open Enrollment Coordination and Mailing	\$20.00 per packet issued

Fees for Notifications Required by Legislative Changes	\$8.25 per notice issued
Manual Data Entry of Notice Data	Included in base monthly fee
COBRA Notice Non-Standard Insert	\$50.00 base set-up fee, \$0.50 per page per notice issued
Specialized Computer Programming	\$125.00 per hour; one hour minimum
Please note: The fees listed on the Schedule A provide COBRA service for up to 25% of the Employer's current employee population and terminations in excess of 25% will incur a fee of \$15 per election notice.	
CMS's Legal Counsel Review of Employer Requested Material Changes to the CMS Standard Form Administration Agreement	Any Employer requested material changes may require CMS's legal counsel's review and those fees are passed through to the Employer . CMS will advise the Employer in advance of a referral to its legal counsel.

Addendum 3: Option 1 – Carrier Direct Eligibility Only

NOTE: Availability of this option is contingent upon the agreement of the **Carriers** to accept updates from **CMS**.

1. **Employer** will provide a list of contact names and phone numbers of the **Carrier** for each **Plan** for which this service will be provided. The **Employer** must provide this information to **CMS** a minimum of 45 days in advance of the **Effective Date** of this **Agreement**.
2. It is the **Employer's** sole responsibility to reconcile the **Carrier** invoice for each **Plan** with the end-of-month reports provided by **CMS**. The **Employer** will promptly report any errors or discrepancies to **CMS** and the **Carrier(s)** within 14 days of receipt of the reports. Any errors resulting from the failure to do so will be the sole responsibility of the **Employer**.
3. **CMS** will update the **Carrier(s)** with initial **COBRA** election, election changes, or **Plan** termination information as follows:
 - a. Initial **COBRA** elections – within 10 business days following receipt of a signed election form and the initial premium payment, **CMS** will notify the **Carrier(s)** of the election in a format mutually agreed upon between **CMS** and the **Carrier(s)**.
 - b. Election changes – **CMS** will notify the **Carrier(s)** approximately 15 business days after the close of the preceding **COBRA** month of election changes (for example, adding or dropping coverage for **Qualified Beneficiaries** or their dependents) in the prior month.
 - c. **Plan** terminations – **CMS** will notify the **Carrier(s)** approximately 15 business days after the close of the preceding **COBRA** month of any terminations of **Plan** or **COBRA** coverage for **Qualified Beneficiaries** or their dependents in the prior month.

Addendum 3: Option 2 – Carrier Direct Premium Remittance

Note: The term “premium” has been substituted for **Monthly Contribution Amount**.

Employer’s Responsibilities

1. **Employer** will provide a list of contact names and phone numbers for each **Carrier** for each **Plan** for which this service will be provided. The **Employer** must provide this information to **CMS** at least 45 days in advance of the effective date of the **Agreement**.
2. **Employer** will be responsible for reconciling and clearing all current and past transactions. **CMS** will not be reconciling the carrier invoices.

CMS’s Responsibilities

3. **CMS** will remit the premium payment to the **Carrier(s)** for the prior COBRA month as well as the current period if it is received by the prior month’s close date. Only full premiums will be remitted to the **Carrier(s)**. **COBRA** regulations require that **COBRA** participants have the full 30-day grace period (from the first of a month) in which to pay. Unless the COBRA participant chooses to pay in advance, that premium will be remitted to the **Carrier(s)** in the following month.

Addendum 3: Option 3 – Carrier Invoice Account Reconciliation

Note: The term “premium” has been substituted for **Monthly Contribution Amount**.

Employer’s Responsibilities

1. **Employer** will provide a list of contact names and phone numbers for each **Carrier** for each **Plan** for which this service will be provided. The **Employer** must provide this information to **CMS** at least 45 days in advance of the effective date of the **Agreement**.
2. **Employer** will promptly provide **Carrier(s)** with the necessary authorizations to change the **COBRA** premium billing address to that of **CMS**. Upon receipt of the premium billing, **CMS** will remit premiums directly to the **Carrier(s)** and assume eligibility audit responsibilities.

In the absence of **CMS** receiving a billing statement or other mutually agreed upon monthly premium and eligibility audit tool, premiums for the **Plan(s)** will be returned to the **Employer** with a premium report. It then becomes the **Employer’s** sole responsibility to audit all eligibility and premium reports relative to the **Employer’s** submissions and the **Carrier(s)** eligibility records. The **Employer** will promptly report any errors or discrepancies to **CMS** and the **Carrier(s)** within 14 days of receipt of the reports. Any failure by the **Employer** to report any errors or discrepancies will absolve **CMS** of any liability associated with the same.

3. **Employer** will be responsible for reconciling and clearing all past transactions prior to the effective date of this **Agreement**. **CMS** will initiate **Carrier** direct premium remittance and **Account Reconciliation** with no starting balances.

CMS’s Responsibilities

4. Upon the **Employer’s** compliance with their responsibilities listed above, **CMS** will update the **Carrier(s)** with initial **COBRA** election, election changes, or **Plan** termination information as follows:
 - a. Initial **COBRA** elections – within 10 business days following receipt of a signed election form and the initial premium payment, **CMS** will notify the **Carrier(s)** of the election in a format mutually agreed upon between **CMS** and the **Carrier(s)**.
 - b. Election changes – **CMS** will notify the **Carrier(s)** approximately 15 business days after the close of the preceding **COBRA** month of election changes (for example, adding or dropping coverage for **Qualified Beneficiaries** or their dependents) in the prior month.
 - c. **Plan** terminations – **CMS** will notify the **Carrier(s)** approximately 15 business days after the close of the preceding **COBRA** month of any terminations of **Plan** or **COBRA** coverage for **Qualified Beneficiaries** or their dependents in the prior month.
5. **CMS** will perform premium accounting, **Account Reconciliation**, and **Carrier** premium remittance and eligibility update approximately 20 business days after the close of the **COBRA** month. Any late fees imposed by the **Carrier(s)** will be the responsibility of the **Employer**.
6. At the time of the premium accounting and **Account Reconciliation**, **CMS** will remit the premium payment to the **Carrier(s)** for the prior **COBRA** month as well as the current period if it is received by the prior month’s close date. **CMS** will not pay as billed by the **Carrier(s)** and will not advance premiums to the **Carrier(s)**. Only full premiums will be remitted to the **Carrier(s)**. **COBRA** regulations require that **COBRA** participants have the full 30-day grace period (from the first of a month) in which to pay. Unless the **COBRA** participant chooses to pay in advance, that premium will be remitted to the **Carrier(s)** in the following month.