



CHRISTIAN SCHOOLS
INTERNATIONAL

CSI Insurance Plan & Trust Fund

UPDATE

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To: Member Schools

From: Howard Van Mersbergen
Executive Secretary Treasurer

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New COBRA Administration Service

We are pleased to announce a new Cobra administration service available to schools participating in the CSI Insurance Plan for health and/or dental coverage. We are also pleased to add this valuable service at no additional charge. We are partnering with Infinisource, a nationally-recognized expert in Cobra administration to provide Cobra services to you and your staff.

Why is a COBRA Administrator Needed?

Once a staff member terminates employment or a dependent ceases to be eligible for coverage, complex Cobra regulations and timetables begin. Your terminated employee and dependents must be notified of the continued availability of insurance coverage in a manner and within timeframes specified by federal regulations. Penalties and fines for violations can be substantial. Infinisource is an expert in Cobra regulations and will protect you by communicating with your former employees in a way that complies with all federal Cobra regulations.

How Can a School Receive this Service?

Infinisource will contact you to enroll your school. Infinisource will also schedule a webinar training session so that you will know what to do when you have a termination.

How Will COBRA Administration Work?

Reporting terminated employees is done on-line and is quick and simple as you will see on the webinar. You will notify Infinisource and CSI when an employee terminates and we will take care of the rest.

Infinisource Brochure

Included with this Update is a brochure containing more information about the Cobra administration service offered through CSI and Infinisource.

Contact Information for CSI

If you have questions, contact the CSI Benefits Office at 800-635-8288 or 616-957-1070, extension 233. Benefits information is also available on the CSI web site by selecting Member Resources at www.CSionline.org.