

ARPA Employer Responsibilities

1. Make decision on extending the FFCRA Paid Leave
2. Identify which of your previous employees would be considered an AEI, and therefore entitled to the COBRA Subsidy
3. Provide the appropriate notices as explained below.

*Model General Notice and COBRA Continuation Coverage Election Notice: [MS Word](#) | [PDF – Employer will use this form for an individual that lost coverage between April, 1 2021 and September 30, 2021.](#)

*Model Alternative Notice: [MS Word](#) | [PDF- Employers will use this form if they are subject to State Continuation, \(not COBRA\).](#)

*Model Notice in Connection with Extended Election Period: [MS Word](#) | [PDF -Employer will use form for individuals currently enrolled in COBRA due to reduction in hours or an involuntary termination, or \(AEI's\) and those who would currently be AEI's if they had elected and/or maintained COBRA.](#)

Summary of COBRA Premium Assistance Provisions under the American Rescue Plan Act of 2021: [MS Word](#) | [PDF- Should use this form for individuals that are enrolled in COBRA or State Continuation and eligible for the subsidy.](#)

*Model Notice of Expiration of Premium Assistance: [MS Word](#) | [PDF](#)

The General Notice, Alternative Notice, Notice in Connection with Extended Election Period and COBRA Premium Assistance Notice must be mailed to the AEI's no later than May 31st, 2021.

The Notice of Expiration of Premium Assistance should be mailed between August 1st and September 15th, 2021.

***Must attach "Summary of COBRA Premium Assistance Provisions under the America Rescue Plan Act of 2021"**