



Instructions for FSA COBRA with TASC

COBRA Event

If the terminated participant wishes to continue their Flexible Spending Account (FSA) coverage through COBRA, they can complete an [ET-1518 FSA Continuation Election](#) form and submit the form and check payment to ETF’s Division of Trust Finance (DTF). In the event that a terminated employee was never enrolled in the FSA for the plan year—for example, if the employee only had a carryover balance from the prior plan year—they are not eligible to begin FSA COBRA.

Roles and responsibilities: Participant can continue FSA COBRA by making a one-time payment of the entire balance due or monthly contributions towards Health Care FSA or Limited Purpose FSA.

Participant	Payroll Center	ETF	TASC
<p>Notifies payroll center.</p> <p>Completes an FSA COBRA form. Sends form to ETF.</p>	<p>Completes the top portion of an FSA COBRA form and provides the form to the participant.</p>	<p>Receives the completed FSA COBRA form from the participant.</p> <p>Receives monthly installment payments.</p> <p>Sends request to TASC to post payment in TASC system and extend health care or limited purpose FSA coverage through the end of the month indicated.</p>	<p>Posts/records payment in MyTASC and extends participant’s health care or limited purpose FSA coverage through the end of the month indicated.</p>

ETF will allow a terminating participant to continue Health Care FSA Coverage (including the Limited Purpose FSA) by submitting COBRA premium checks to ETF’s Division of Trust Finance on a monthly basis to cover their monthly contribution.

Upon a participating member’s termination or retirement, the payroll center shall send the employment status termination date to TASC on the census file and send an enrollment cancellation on the enrollment file based on the standard account cancellation rules (varies by plan type). ETF’s Division of Trust Finance will notify TASC when they receive a participant’s COBRA payment and request that TASC make the appropriate update manually. Requests should be submitted to StateofWI@tasconline.com.

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