

HDS PROCEDURES FOR THE ARPA COBRA SUBSIDY

To help provide dental benefits for assistance-eligible individuals (AEI), HDS will bill each employer group for these individuals' dental premiums between April 1 and September 30, 2021. To help guide you through the HDS process, please complete the following:

- Review your past employment records and identify who is eligible for the subsidy.
- Inform these individuals of their subsidy eligibility and plan enrollment change option, if applicable.
- Submit the HDS COBRA Election Form and the new Supplemental COBRA Subsidy Eligibility form (completed and signed by the employer) indicating eligibility for the COBRA Subsidy. You may submit a previously completed HDS COBRA Election Form, but the Supplemental form for the subsidy must be completed. If submitting for several AEIs, you may submit one Supplemental form, indicating "See Attached List" with a list of eligible AEIs and effective dates.
- Forward these forms to the **HDS Billing Department** (contact information below). Be sure that all sections of the forms are completed in full.
 - HDS will enroll AEIs into a new group-division for the ARPA Subsidy.
 - HDS will provide the employer group a separate monthly invoice for this ARPA Subsidy division.
- Make payments as billed and do not adjust your payment amount as HDS will be accounting for payments on an individual subscriber basis.
 - Any changes to enrollment will be included on your following month's invoice with any retroactive premium adjustments.
 - Use the paid invoice to assist you in claiming the payroll tax credit.
- Inform HDS Billing of new enrollments, terminations or other events impacting COBRA eligibility for the AEIs. Notifications will be accepted by mail, email or fax.

Note:

At the end of the subsidy period, HDS will transfer continuing subscribers back to their own individual COBRA plans and will resume accepting payments directly from the subscribers for the remainder of their COBRA eligibility period. If the AEI subscriber has paid any premiums in advance for the subsidy period, HDS will refund these premiums to the subscriber.

Contact information:

The Billing/COBRA Department is available to assist you through this process. Feel free to contact us by phone or email.

HDS Billing/COBRA Department
900 Fort Street Mall, Suite 1900
Honolulu, HI 96813

Phone: (808) 529-9285 or toll-free 1-844-379-4236
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Email: HDSBilling@HawaiiDentalService.com