

# Florida Health Insurance Coverage Continuation Act (FHICCA)

## Notification & Election Process

1

In order for the member's election of Florida Mini-COBRA to be processed, the member must submit the following information, in writing, to State Continuation Services, via U.S. Mail or fax. The information must be postmarked no later than 63 days of the qualifying event. **If there is a medical emergency, the member should indicate so, in the correspondence.**

- ✓ Indicate that the correspondence is in reference to Florida State Mini-COBRA
- ✓ The subscriber's social security number
- ✓ The name, addresses and social security numbers for all other qualified beneficiaries
- ✓ The daytime telephone number
- ✓ Type of coverage electing (for example, individual or family)
- ✓ The name of the Small Employer Group
- ✓ The Small Employer Master Group Policy Number
- ✓ The insurance carrier's name
- ✓ Types of Qualifying Event
- ✓ The date of the qualifying event

State Continuation Services (SCS) administers the FHICCA provisions for Blue Cross and Blue Shield of Florida (BCBSF). This continuation of coverage is available to qualifying employees in employer groups that have less than 20 employees. The act is often referred to as "Florida Mini-COBRA." Within 14 days of the receipt of written notice from the qualified beneficiary SCS shall send each qualified beneficiary, by certified mail, an election form and premium notice form.

2

SCS will mail an Election Packet to the member once they have received and processed the above information. This packet will include the amount of the premium payment due from the continuant to start their coverage

3

In order for a member's request to be properly processed, the member must submit the election form/correspondence along with the full premium, made payable to Ceridian—SCS, to the address below. **Election requests received without the proper payment will not be processed.**

Note: To speak with a SCS Service Representative, the member may call **1-888-342-5888** and should advise that the call is in regards to Florida Mini-COBRA.

Disclaimer: Florida Health Insurance Coverage Continuation Act (FHICCA) is not an employer liability. BCBSF partners with SCS to provide COBRA continuation. It is the employee's responsibility to contact SCS with the information above to initiate the continuation process. Refer to your member benefit booklet for additional information related to State Continuation Services (SCS).

**State Continuation Services (SCS)**  
PO Box 534088  
St. Petersburg, Florida 33747-4088  
Fax # 727-865-3649