



GREG BROCKMEYER  
Director of Administration

## COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION  
**EMPLOYEE RELATIONS DIVISION**

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AMY UTZIG  
Human Resources Director

March 4, 2021

**SUBJECT:** Delayed Deadlines Due to National Emergency

Dear Employee and Individuals Covered Under Our Health Plan,

The COVID-19 pandemic has caused everyone to make adjustments in their business and personal lives. Our organization is no different, as we have had to alter some of our operations and adjust to modification of federal and state laws.

We are reaching out today to let you know about a modification that we have made to our offer of health insurance due to the pandemic. These changes apply for events that you may have experienced on or after March 1, 2020.

**Please read this very carefully so you're aware of any additional rights that may be available to you.**

Beginning with events that occurred on March 1, 2020, all deadlines listed below are temporarily suspended.

- If you experienced a HIPAA Special Enrollment Event, you were required to notify us within 30 days (or 60 days) of your loss of other coverage, marriage, birth, adoption or placement for adoption;
- If you were offered COBRA, you were required to return the COBRA Election Notice within 60 days;
- If you elected COBRA, you were required to make your initial payment within 45 days and subsequent payments within 30 days;
- You or your health care provider are required to file claims with the health plan within deadlines detailed under ERISA;
- If your claim is denied, you are required to appeal within deadlines set forth within ERISA, and
- You are required to file a request for an external claim review within the time periods set forth by ERISA.

These deadline extensions are applied on an individual basis. You will have the earlier of the following to apply the applicable deadline:

- One year from the date you were first eligible for relief; OR
- Sixty days after the announced end of the National Emergency (outbreak period).

If you have experienced any of these events on or after March 1, 2020 and would like to exercise your rights, even though the pre-established timeframes have expired, please contact me at (608) 266-4081 or [cady-severson@countyofdane.com](mailto:cady-severson@countyofdane.com) as soon as possible to discuss your options.

Sincerely,

Carol Cady-Severson  
Benefit Administration Specialist  
Dane County Employee Relations