



Washington State Health Care Authority
Public Employees Benefits Board

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Dear Personnel, Payroll and Benefits Office Staff,

The Health Care Authority (HCA) needs your help with processing pending life or long-term disability (LTD) coverage for your employees. Many employees have their insurance in a pending status because:

- Agencies have not forwarded life and LTD forms to the carriers for their review or approval when required.
- Agencies have not keyed the insurance properly or didn't follow up to ensure the insurance rolled over from pending to current status.
- Agencies or employees have not provided the life or LTD carriers with the *Evidence of Insurability Form* (when required) for approval.

Attached you will find a *Pending Information Report by Agency, Report #HRISDB5498-ROI* for employees on information needed or missing. **Your prompt response will ensure that your employees are enrolled appropriately in their requested coverage.**

What support does HCA offer?

We have enclosed step-by-step instructions to help you follow the enclosed report. Also, the HCA has posted a video at www.hca.wa.gov/perspay. Found under "Training Gallery," the video will guide you on how to complete and key the *Life Insurance Enrollment Form* (50-042E) and *Life Insurance Change Form* (50-055). In addition, the Web site offers detailed instructions on processing life and LTD insurance.

If you have questions or concerns, please call us at 1-800-700-1555.

Sincerely,

PEBB Outreach & Training

Enclosures