Washington State Health Care Authority
PUBLIC EMPLOYEES BENEFITS BOARD

Clear Form

2018 Continuation Coverage Election/Change (for Leave Without Pay)

- **Type or print clearly in dark ink.** Inaccurate, incomplete, or illegible information may delay coverage.
- We must receive this form **no later than 60 days** from the date your employer-sponsored coverage ends or from the postmark date on the *PEBB Continuation Coverage Election Notice* packet sent to you, whichever is later.
- Your first premium payment and applicable premium surcharges (if any) are due to the Health Care Authority (HCA) **no later than 45 days** after the HCA receives your election form. Premiums and applicable premium surcharges are due back to when your other coverage ended.
- List eligible family members you wish to cover or remove from coverage. This form replaces all *Continuation Coverage Election/ Change (for Leave Without Pay)* forms previously submitted.
- If adding a dependent with a disability age 26 or older, or an extended dependent, you must also include the applicable required dependent certification form.

All forms and documents are available at **www.hca.wa.gov/pebb** or by calling 1-800-200-1004 (TRS: 711).

Qualifying Event for Leave Without Pay Coverage *Check only one.*

- ❑ Applying for disability retirement
- ❑ Layoff
- ❑ USERRA (military) leave
  Date called to duty in the uniformed services _____
- ❑ Reversion employee (for reasons other than a layoff)
- ❑ Approved Leave Without Pay (LWOP)
- ❑ Workers' compensation
- ❑ Approved educational leave
- ❑ Faculty between periods of eligibility
- ❑ Seasonal employee off-season
- ❑ Employee appealing a dismissal action

Section 1: Subscriber Information

Date employer coverage ended

Social Security number	Last name	First name	Middle initial	Sex ❑ M ❑ F

Street address / Apt./unit number	City	State	ZIP Code
Mailing address (if different from above) / Apt./unit number	City	State	ZIP Code

County of residence	Date of birth (mm/dd/yyyy)	Daytime phone number ( )	Home phone number ( )

❑ **Continue coverage:** *(select all that apply)*
❑ Medical and dental ❑ Medical only ❑ Dental only ❑ Life insurance
❑ Long-term disability insurance (only if on educational or military leave)

If you are enrolled in a Medical Flexible Spending Arrangement and would like to continue it, contact Navia Benefit Solutions at 1-800-669-3539 **no later than 60 days** after the mailing date on the *PEBB Continuation Coverage Election Notice* booklet.

❑ **Cancel coverage:**
❑ Medical and dental ❑ Medical only ❑ Dental only
❑ Long-term disability insurance (only if on educational or military leave)

To cancel life insurance, contact MetLife at 1-866-548-7139.

Include reason _____ Cancel date _____

I understand that I am forfeiting all further rights to enroll in PEBB benefits cancelled above unless I regain eligibility.

(continued)

Subscriber's last name	First name	Middle initial	Social Security number

Section 1: Subscriber Information *(continued)*

Tobacco Use Premium Surcharge

The PEBB Program requires a monthly $25-per-account surcharge in addition to your premium if you or a family member (age 13 or older) enrolled on your PEBB medical coverage uses a tobacco product. Tobacco use is defined as any use of tobacco products within the past two months except for religious or ceremonial use. See the 2018 Premium Surcharge Help Sheet at **www.hca.wa.gov/pebb** *for instructions on how to respond. If you check YES below or leave this section blank, you will pay the surcharge.*

Does the tobacco use premium surcharge apply to you? Check one:

❑ YES, I am subject to the $25 premium surcharge. I have used tobacco products in the past two months.

❑ NO, I am not subject to the $25 premium surcharge. I have not used tobacco products in the past two months, or I have used tobacco cessation resources noted in the *2018 Premium Surcharge Help Sheet*.

Section 2: Spouse or State-Registered Domestic Partner Information

List an eligible spouse or state-registered domestic partner, as defined by Washington Administrative Code 182-12-260(2), you wish to cover or remove from coverage. Family members cannot be enrolled in two PEBB medical or dental accounts at the same time. ***If adding a state-registered domestic partner you must provide proof of eligibility (dependent verification documents) within PEBB Program enrollment timelines, or the state-registered domestic partner will not be enrolled.*** *A list of documents we will accept to verify dependent eligibility is available at* **www.hca.wa.gov/pebb**.

Relationship to subscriber

❑ Spouse: date of marriage _____ ❑ State-registered domestic partner: date registered _____

Social Security number	Last name	First name	Middle initial	Sex ❑ M ❑ F

Street address (only if different from subscriber) Apt./unit number	City	State	ZIP Code	Date of birth (mm/dd/yyyy)

❑ **Continue coverage:** *(select one)*	❑ Medical and dental	❑ Medical only	❑ Dental only	To cancel life insurance, contact MetLife at 1-866-548-7139.
❑ **Add coverage:** *(select one)*	❑ Medical and dental	❑ Medical only	❑ Dental only	
❑ **Cancel coverage:** *(select one)*	❑ Medical and dental	❑ Medical only	❑ Dental only	

If cancelling coverage, include reason _____ Cancel date _____

If removing a spouse or state-registered domestic partner due to divorce or dissolution of state-registered domestic partnership, attach a copy of the divorce decree or dissolution of state-registered domestic partnership.

Tobacco Use Premium Surcharge—if enrolling medical coverage

Does the tobacco use premium surcharge apply to your spouse or state-registered domestic partner? Check one:

❑ YES, I am subject to the $25 surcharge. My spouse or state-registered domestic partner has used tobacco products in the past two months.

❑ NO, I am not subject to the $25 premium surcharge. My spouse or state-registered domestic partner has not used tobacco products in the past two months, or has used tobacco cessation resources noted in the *2018 Premium Surcharge Help Sheet*.

Spouse or State-Registered Domestic Partner Coverage Premium Surcharge

The PEBB Program requires a monthly $50 surcharge in addition to your premium if your spouse or state-registered domestic partner is enrolling in medical coverage and has elected not to enroll in other employer-based group medical insurance that is comparable to Uniform Medical Plan Classic. See the 2018 Premium Surcharge Help Sheet *and the* 2018 Spousal Plan Calculator *at* **www.hca.wa.gov/pebb**. *To change your attestation, use the* 2018 Premium Surcharge Change Form. *If you check YES below or leave this section blank, you will pay the monthly surcharge.*

Does the spouse or state-registered domestic partner coverage premium surcharge apply to you? Check one:

❑ YES, I am subject to the $50 premium surcharge. I used the *2018 Premium Surcharge Help Sheet* and completed the *2018 Spousal Plan Calculator* online.

❑ NO, I am not subject to the $50 premium surcharge. I used the *2018 Premium Surcharge Help Sheet* and, if needed, completed the *2018 Spousal Plan Calculator* online.

Which questions, if any, on the *2018 Premium Surcharge Help Sheet* did you check NO? Check all that apply. (Question 1 is not applicable.) ❑ Question 2 ❑ Question 3 ❑ Question 4 ❑ Question 5 ❑ Question 6

❑ I am completing and submitting the printed *2018 Spousal Plan Calculator* for the PEBB Program to determine.

(continued)

2018 Continuation Coverage Election/Change (for Leave Without Pay)

Subscriber's last name	First name	Middle initial	Social Security number

Section 3: Family Member Information (such as child) *Use additional forms for more members.*

List eligible family members you wish to cover or remove from coverage. Family members cannot be enrolled in two PEBB medical or dental accounts at the same time. Attach a completed Extended Dependent Certification *form if enrolling an extended dependent. If enrolling a dependent with a disability age 26 or older, submit a completed* Certification of Dependent with a Disability *form and return as instructed on the form.*

A	**Relationship to subscriber**	Disabled? *Check only if age 26 or older* ❑ Yes ❑ No	Sex ❑ M ❑ F	Social Security number

Extended dependent validated by court order? ❑ Yes ❑ No

Last name	First name	Middle initial	Date of birth (mm/dd/yyyy)

Street address (only if different from subscriber) Apt./unit number	City	State	ZIP Code

❑ **Continue coverage:** *(select one)*	❑ Medical and dental	❑ Medical only	❑ Dental only	To cancel life insurance, contact MetLife at 1-866-548-7139.
❑ **Add coverage:** *(select one)*	❑ Medical and dental	❑ Medical only	❑ Dental only	
❑ **Cancel coverage:** *(select one)*	❑ Medical and dental	❑ Medical only	❑ Dental only	

If cancelling coverage, include reason _____ Cancel date _____

Does the tobacco use premium surcharge apply to this family member? ***(Response required for family members ages 13 or older enrolling in medical coverage.)*** Check only one:

❑ YES, I am subject to the $25 premium surcharge. This family member has used tobacco products in the past two months.

❑ NO, I am not subject to the $25 premium surcharge. This family member has not used tobacco products in the past two months, or has used the tobacco cessation resources noted in the *2018 Premium Surcharge Help Sheet*.

B	**Relationship to subscriber**	Disabled? *Check only if age 26 or older* ❑ Yes ❑ No	Sex ❑ M ❑ F	Social Security number

Extended dependent validated by court order? ❑ Yes ❑ No

Last name	First name	Middle initial	Date of birth (mm/dd/yyyy)

Street address (only if different from subscriber) Apt./unit number	City	State	ZIP Code

❑ **Continue coverage:** *(select one)*	❑ Medical and dental	❑ Medical only	❑ Dental only	To cancel life insurance, contact MetLife at 1-866-548-7139.
❑ **Add coverage:** *(select one)*	❑ Medical and dental	❑ Medical only	❑ Dental only	
❑ **Cancel coverage:** *(select one)*	❑ Medical and dental	❑ Medical only	❑ Dental only	

If cancelling coverage, include reason _____ Cancel date _____

Does the tobacco use premium surcharge apply to this family member? ***(Response required for family members ages 13 or older enrolling in medical coverage.)*** Check one:

❑ YES, I am subject to the $25 premium surcharge. This family member has used tobacco products in the past two months.

❑ NO, I am not subject to the $25 premium surcharge. This family member has not used tobacco products in the past two months, or has used the tobacco cessation resources noted in the *2018 Premium Surcharge Help Sheet*.

Section 4: Changes to an Existing Account

Are you making changes to an existing account?

❑ **Yes** **If yes, what changes?** *(Check all that apply in the sections below.)* ❑ **No** **If no, go to Section 5.**

Changes you can make anytime

Give date of event/change _____

To cancel life insurance, contact MetLife at 1-866-548-7139.

❑ Name change ❑ Address change ❑ Cancel medical coverage ❑ Cancel dental coverage

❑ Remove dependent(s) from coverage. In most cases, when removing a dependent from coverage, the change will occur prospectively. If removing due to loss of eligibility (divorce, dissolution of state-registered domestic partnership, death, or other loss of eligibility under PEBB Program rules), **we must receive this form no later than 60 days after the dependent is no longer eligible.** Coverage will be cancelled the last day of the month of loss of eligibility. If applicable, provide former dependent's new address: _____

Additional changes you can make during annual open enrollment (November 1–30)

All changes become effective January 1 of the following year.

Check the box(es) next to the change requested. ❑ Add dependent(s) ❑ Change medical plan ❑ Change dental plan

(continued)

Subscriber's last name	First name	Middle initial	Social Security number

Section 4: Changes to an Existing Account *(continued)*

Additional changes you can make if an event creates a special open enrollment

The PEBB Program only allows changes outside of annual open enrollment when an event creates a special open enrollment. **The PEBB Program must receive this form and proof of the event no later than 60 days after the event.** However, if adding a newborn or adopted child increases your premium, this form must be received no later than 12 months after the birth or adoption.

In most cases, the enrollment or change will be effective the first day of the month after the event date or the date the form is received, whichever is later.

Give date of event _____

Check the box next to the corresponding event(s) below.

Add dependent(s), change medical plan, and/or change dental plan:

- ❑ Marriage, registering a state-registered domestic partnership, birth, adoption, or assuming a legal obligation for total or partial support in anticipation of adoption.
- ❑ Child becomes eligible as an extended dependent through legal custody or legal guardianship. Also complete an *Extended Dependent Certification* form available at **www.hca.wa.gov/pebb**.
- ❑ Subscriber or dependent loses other coverage under a group health plan or through health insurance coverage, as defined by the Health Insurance Portability and Accountability Act.
- ❑ Subscriber has a change in employment status that affects the subscriber's eligibility for their employer contribution toward his or her employer-based group health plan.
- ❑ Subscriber's dependent has a change in his or her own employment status that affects his or her eligibility for the employer contribution under his or her employer-based group health plan.
- ❑ A court order or National Medical Support Notice requires the subscriber or any other individual to provide insurance coverage for an eligible child of the subscriber.
- ❑ Subscriber or dependent becomes entitled to or loses eligibility for Medicaid or a state Children's Health Insurance Program (CHIP).
- ❑ Subscriber or dependent becomes eligible for a state premium assistance subsidy for PEBB health plan coverage from Medicaid or CHIP.

Add dependent(s):

- ❑ Subscriber or dependent has a change in enrollment under another employer-based group health plan during its annual open enrollment that does not align with the PEBB Program's annual open enrollment.
- ❑ Subscriber's dependent moves from outside the United States to live within the United States or moving from inside the United States to live outside the United States.

Change medical plan and/or change dental plan:

- ❑ Subscriber or dependent has a change in residence that affects health plan availability.
- ❑ Subscriber or dependent becomes entitled to or loses eligibility for Medicare, or enrolls in or terminates enrollment in a Medicare Part D plan.
- ❑ Subscriber or dependent's current health plan becomes unavailable because the subscriber or enrolled dependent is no longer eligible for a health savings account.
- ❑ Subscriber or dependent experiences a disruption of care that could function as a reduction in benefits for the subscriber or his or her dependent for a specific condition or ongoing course of treatment (requires approval by the PEBB Program).

Are you or any eligible dependents enrolled in PEBB insurance coverage under another account? ❑ Yes ❑ No

(continued)

2018 Continuation Coverage Election/Change (for Leave Without Pay)

Subscriber's last name	First name	Middle initial	Social Security number

Section 5: Medical Plan Selection *Check only one.*

Contact the plans for benefits information; their contact information is located at the end of this form.

Kaiser Foundation Health Plan of the Northwest[1]
- ❑ Kaiser Permanente NW Classic[2]
- ❑ Kaiser Permanente NW Consumer-Directed Health Plan[2]

Kaiser Foundation Health Plan of Washington (formerly Group Health Cooperative)[1]
- ❑ Kaiser Permanente WA (formerly Group Health) Classic
- ❑ Kaiser Permanente WA (formerly Group Health) SoundChoice
- ❑ Kaiser Permanente WA (formerly Group Health) Value[3]

Kaiser Foundation Health Plan of Washington Options, Inc. (formerly Group Health Options Inc.)[1]
- ❑ Kaiser Permanente WA (formerly Group Health) Consumer-Directed Health Plan

Uniform Medical Plan, administered by Regence BlueShield
- ❑ UMP Classic
- ❑ UMP Consumer-Directed Health Plan
- ❑ UMP Plus–Puget Sound High Value Network[1]
- ❑ UMP Plus–UW Medicine Accountable Care Network[1]

[1] These plans have a specific service area. If you move out of the service area, you may need to change your plan. You must notify the PEBB Program no later than 60 days after you move.

[2] Kaiser Foundation Health Plan of the Northwest, with plans offered in Clark and Cowlitz counties in WA, and the Portland, OR, area

[3] This plan is available only if at least one covered member is not enrolled in Medicare Part A and Part B. Members enrolled in Medi care Part A and Part B will be enrolled in Kaiser Permanente WA's (formerly Group Health) Medicare Plan.

Section 6: Dental Plan Selection *Check only one.*

Before you select a dental plan, be sure your provider(s) participate with that plan.

Preferred Provider Organization

You can choose any dental provider and change providers at any time.

- ❑ **Uniform Dental Plan** (Group #3000), administered by Delta Dental of Washington

Managed-Care Plans

You must choose a provider from the dental plan network. Before you select a managed-care plan, be sure to call the dental plan to verify your provider is in their network.

- ❑ **DeltaCare** (Group #3100), administered by Delta Dental of Washington
  Call DeltaCare at 1-800-650-1583 to verify your provider accepts the specific plan network and plan group.
- ❑ **Willamette Dental of Washington, Inc.** (Group WA82)
  Call Willamette Dental of Washington at 1-855-433-6825 to verify your provider is in the Willamette Dental Group network.

(continued)

2018 Continuation Coverage Election/Change (for Leave Without Pay)

Subscriber's last name	First name	Middle initial	Social Security number

Section 7: Life and Accidental Death & Dismemberment (AD&D) Insurance

❑ YES, I wish to continue the life and AD&D insurance I had as an active employee. I understand I will need to pay MetLife for Basic Life Insurance and Basic AD&D Insurance in addition to any optional life and AD&D insurance I have while on Leave Without Pay. (If you wish to decrease your life and/or AD&D insurance amounts while on Leave Without Pay, please contact MetLife directly at 1-866-548-7139.)

❑ NO, I do not wish to continue the life and AD&D insurance I had as an active employee. I understand I must reapply for optional life insurance and submit evidence of insurability to MetLife when I return to work. I understand that MetLife must receive my completed *MetLife Enrollment/Change* form through **http://mybenefits.metlife.com/wapebb no later than 31 days** from the date I return to work.

Section 8: Long-Term Disability

This section applies **only** to employees on approved educational leave or called to active duty in the uniformed services as defined under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Current Enrollment With Agency

❑ **Basic coverage** ($2.10/month)

❑ **Optional coverage** *(select a waiting period)*

❑ 30-Day ❑ 90-Day ❑ 180-Day ❑ 300-Day

❑ 60-Day ❑ 120-Day ❑ 240-Day ❑ 360-Day

Desired Enrollment While Self-Paying

❑ I wish to maintain the same coverage I had as an active employee. _____ *(initials)*

❑ I wish to maintain the same Basic Long-Term Disability Insurance I had as an active employee, and increase the Optional Long-Term Disability Insurance waiting period. **I understand that I must reapply for the lower waiting period under Optional Long-Term Disability and submit evidence of insurability to the carrier for approval when I return to work. I understand that the required enrollment forms must be received by my employing agency no later than 31 days from the date I return to work.** _____ *(initials)*

❑ I do not wish to maintain the long-term disability coverage I had as an active employee. **I understand that I must reapply for the lower waiting period under Optional Long-Term Disability and submit evidence of insurability to the carrier for approval when I return to work. I understand that the required enrollment forms must be received by my employing agency no later than 31 days from the date I return to work.** _____ *(initials)*

(continued)

2018 Continuation Coverage Election/Change (for Leave Without Pay)

Subscriber's last name	First name	Middle initial	Social Security number

Section 9: Signature *Required*

I have received and read the *PEBB Continuation Coverage Election Notice,* including any appendices. By signing this form, I declare that the information I have provided is true, complete, and correct. If it isn't, or if I do not update this information within the timelines in PEBB Program rules, to the extent permitted by federal and state laws, I must repay any claims paid by my health plan(s). My family members and I may also lose PEBB benefits as of the last day of the month we were eligible. To the extent permitted by law, the PEBB Program may retroactively terminate coverage for me and my dependents if I intentionally misrepresent eligibility, or do not fully pay premiums when due. In addition, I understand that it is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, and denial of PEBB benefits.

If I send payment, this does not mean that I will be automatically enrolled in PEBB insurance coverage. The PEBB Program will verify eligibility for me and my family members. If we do not qualify, I will receive a refund.

I understand I am responsible for paying any applicable tobacco use premium surcharge and spouse or state-registered domestic partner coverage premium surcharge in addition to my monthly premium.

If I am enrolling in a consumer-directed health plan with a health savings account (HSA), I must meet HSA eligibility conditions. I understand that the PEBB Program will direct a portion of my monthly premium to an HSA on my behalf based on the information I have provided, and that there are limits to these contributions and my HSA contributions (if any) under federal tax law.

This form replaces all *Continuation Coverage Election/Change* forms I have previously submitted to the PEBB Program.

HCA's Privacy Notice:
We will keep your information private as allowed by law.
To see our Privacy Notice, go to **www.hca.wa.gov/pebb**.

Subscriber's signature _____ **Date** _____

Please sign and date this form.

Mail to:	**If payment is enclosed, make it payable to Health Care Authority and mail to:**	**Or hand-deliver to:**
Washington State Health Care Authority PO Box 42684 Olympia, WA 98504-2684	Washington State Health Care Authority PO Box 42691 Olympia, WA 98504-2691	Washington State Health Care Authority 626 8th Ave. SE Olympia, WA 98501

Note: Do not send forms to the addresses below. They are only for your reference.

2018 PEBB Program Medical Contractors

Kaiser Foundation Health Plan of the Northwest
500 NE Multnomah St., Suite 100, Portland, OR 97232-2099
1-800-813-2000 or TTY 711

Kaiser Foundation Health Plan of Washington
(formerly Group Health Cooperative)
601 Union Street, Suite 3100, Seattle, WA 98101
1-888-901-4636 or TTY 1-800-833-6388

Kaiser Foundation Health Plan of Washington Options, Inc.
(formerly Group Health Options Inc.)
601 Union Street, Suite 3100, Seattle, WA 98101
1-888-901-4636 or TTY 1-800-833-6388

Uniform Medical Plan, administered by Regence BlueShield
1800 Ninth Ave., Suite 235, Seattle, WA 98101
1-888-849-3681 or TRS: 711

2018 PEBB Program Life Insurance Contractor

Metropolitan Life Insurance Company (MetLife)
P.O. Box 14406, Lexington, KY 40512-4406
1-866-548-7139

2018 PEBB Program Dental Contractors

DeltaCare, administered by Delta Dental of Washington
400 Fairview Ave. N, Suite 800, Seattle, WA 98109-5371
1-800-650-1583

Uniform Dental Plan,
administered by Delta Dental of Washington
400 Fairview Ave. N, Suite 800, Seattle, WA 98109-5371
1-800-537-3406

Willamette Dental of Washington, Inc.
6950 NE Campus Way, Hillsboro, OR 97124-5611
1-855-433-6825

2018 PEBB Program Long-Term Disability Insurance Contractor

Standard Insurance Company
411 108th Ave. NE, Suite 400, Bellevue, WA 98004
1-800-368-2860

HCA is committed to providing equal access to our services. If you need an accommodation, or require documents in another format or language, please call 1-800-200-1004 (TRS: 711).