

Temporary changes to PEBB Continuation Coverage deadlines

Some deadlines in this document have changed because of the Health Care Authority's response to the COVID-19 state of emergency. The Governor announced the state of emergency on February 29, 2020.

On April 2, 2020, the PEB Board passed resolutions to:

- Extend the enrollment deadline for PEBB Continuation Coverage to 30 days past the date the Governor ends the state of emergency.
 - This means you may have extra time to enroll in PEBB Continuation Coverage. For example, if your last day to enroll is April 30, and the state of emergency ends May 15, then your enrollment period will be extended to June 15.
 - o If your last day to enroll occurs more than 30 days after the last day of the state of emergency, your deadline will not be extended. For example, if your last day to enroll is July 31, and the state of emergency ends May 15, the extended enrollment date will be June 15. Your enrollment deadline will not be extended.
 - The last day of the state of emergency is unknown at this time. We will provide more information to you as it becomes available at **hca.wa.gov/coronavirus.**
- Extend the maximum continuation coverage period to the last day of the second month after the date the Governor ends the state of emergency.
 - This means that you may have PEBB Continuation Coverage longer than is described in this document.
 - o If your continuation coverage period would have ended between February 29 and the date that the state of emergency ends, your coverage will continue to the last day of the second month after the date the state of emergency ends. For example, if your coverage period would have ended April 30, and the state of emergency ends on May 15, your coverage will be extended to July 31.
 - o If your continuation coverage period would have ended after the date the state of emergency ends, but before the two-month extension, your coverage will only continue until the last day of the second month after the date the state of emergency ends. For example, if the state of emergency ends May 15, and your continuation coverage ends June 30, your coverage will be extended to July 31.
 - o If your continuation coverage period ends on the last day of the two-month extension (or later), your coverage will not be extended. For example, if your coverage is set to end on October 31, and the state of emergency ends on May 15, your coverage will not be extended. It is already set to end more than two months after the end of the state of emergency.

Your first payment is due 45 days after the last day of your enrollment period, whether or not your enrollment period is extended. Learn more about these emergency resolutions at **hca.wa.gov/coronavirus**.



- 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 PEBB health plan coverage ends or from the postmark date on the *PEBB Continuation Coverage Election Notice* sent to you, whichever is later.
- Your first premium payment and applicable premium surcharges are due to the Health Care Authority (HCA) no later than 45 days after
 your 60-day election period ends as described above. Premiums and applicable premium surcharges are due back to the date your
 other coverage ended. If we do not receive your payment within this 45-day timeframe, you will not be enrolled, and you will lose your
 right to PEBB Continuation Coverage.
- List eligible dependents you wish to cover or remove from coverage. This form replaces all *Continuation Coverage (Unpaid Leave)*Election/Change forms submitted in the past.
- If adding a dependent child with a disability age 26 or older, or an extended dependent, you must also include the required dependent certification form.

All forms and documents are available at hca.wa.gov/erb under Forms & publications or by calling 1-800-200-1004 (TRS: 711).

		<u> </u>			· ,	
Qualifying Event for PE	BB Continuation Coverage	e (Unpaid Le	eave) Check on	ly one.		
☐ Applying for disability retire	ement	☐ Workers' compensation				
Layoff		Approved educational leave				
☐ USERRA (military) leave		☐ Faculty between periods of eligibility				
Date called to duty in the u	niformed services	☐ Seasonal employee off-season				
Reversion employee (for rea	asons other than a layoff)		☐ Employee ap	pealing a dis	smissal action	
Approved Leave Without Pa	ay (LWOP)		, .			
Section 1: Subscriber Ir	nformation			Date emp	oloyer coverage ended	
Social Security number	Last name	First name		Middle init	Sex M F	
Street address	Apt./unit number	City		State	ZIP Code	
Mailing address (if different fro	City		State	ZIP Code		
County of residence	Date of birth (mm/dd/yyyy)	Home phone	number Alternative phone number ()			
☐ Continue coverage: ☐ Medical and dental ☐ Medical only ☐ Dental only ☐ Life insurance (select all that apply) ☐ 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.						
Terminate coverage: (select all that apply)	☐ Medical and dental ☐ Medical only ☐ Dental only ☐ To terminate life insura contact MetLife at 1-86 (only if on educational or military leave) To terminate life insura contact MetLife at 1-86 548-7139.					
Include reason	Include reason Termination date					
If I terminate all my coverage, I understand that I am forfeiting all further rights to enroll in PEBB benefits terminated above unless I regain eligibility.						

Subscriber's last r			First name	<u> </u>	ddle initial	Social Secur	ity nur	mber
Section 1: Su	bscriber	Informat	ion (continued)					
Tobacco use program dependent (age 13 within the past two premium surcharge Does the tobacco YES, I am subjection NO, I am not surcharge	remium s requires a 3 or older) e o months e ge. See the use premiu ect to the \$2 ubject to th	urcharge monthly \$25 enrolled on you xcept for relige 2020 PEBB Point surcharge 25 premium se e \$25 premium	a-per-account premium sur our PEBB medical uses a to gious or ceremonial use. If remium Surcharge Attestat apply to you? Check one: surcharge. I have used tob um surcharge. I have not u resources noted in the 202	bbacco product. To you check YES or tion Help Sheet at h acco products in th sed tobacco produ	bacco use is defining the leave this section in ca.wa.gov/erb for the past two months cts in the past two	hed as any us blank, you want instruction his.	e of to will be as on he	bacco products charged the \$25 ow to respond.
Section 2: Spouse or state-registered domestic partner information List an eligible spouse or state-registered domestic partner, as defined by Washington Administrative Code 182-12-109, you wish to cover or remove from coverage. Dependents cannot be enrolled in two PEBB medical or dental accounts at the same time. If adding a state-registered domestic partner, you must also provide proof of their eligibility within the PEBB Program's enrollment timelines, or they will not be enrolled. A list of documents we will accept to verify the dependent's eligibility is available at hca.wa.gov/erb. Relationship Spouse: date of marriage State-registered domestic partner: date registered Also attach a 2020 PEBB Declaration of Tax Status form to indicate whether they qualify as a dependent for tax purposes under IRC Section 152, as modified by IRC Section 105(b).								
Social Security nu		Last name		First name		Middle	initial	Sex F
Street address (on	ly if differer	nt from subsc	riber) Apt./unit number	City		State	ZIP C	ode
Continue cove	erage: (sele	ct one)	☐ Medical and dental	☐ Medical only	Dental only		ı	
Add coverage:	: (select on	e)	Medical and dental	☐ Medical only	Dental only			
If terminating cov Attach a copy of colife insurance, con	erage, incl divorce dec	ude reason _ ree or dissol	ution of state-registered of \$48,7139	Medical only	Dental only Tental only hip if removing t	rmination da hem for this	ate reaso	n. To terminate
Tobacco use pre Does the tobacco YES, I am subje NO, I am not s	emium sur use premiur ect to the \$ ubject to th	rcharge—if m surcharge a 25 premium ne \$25 premi	enrolling in medical coapply to your spouse or sta surcharge. This dependen um surcharge. This dependence	te-registered dome t has used tobacco dent has not used	products in the p tobacco products	oast two mor in the past t	wo mo	·
Spouse or state-registered domestic partner coverage premium surcharge The PEBB Program requires a \$50 premium surcharge in addition to your monthly medical premium if you are enrolling your spouse or state-registered domestic partner in PEBB medical and they have chosen not to enroll in another employer-based group medical that is comparable to PEBB's Uniform Medical Plan Classic. See the 2020 PEBB Premium Surcharge Attestation Help Sheet for instructions on how to respond. If you check YES below or leave this section blank, you will be charged the \$50 premium 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 2020 PEBB Premium Surcharge Attestation Help Sheet and completed the 2020 PEBB Spousal Plan Calculator online.								
No, I am not subject to the \$50 premium surcharge. I used the 2020 PEBB Premium Surcharge Attestation Help Sheet and if needed, completed the 2020 PEBB Spousal Plan Calculator online.								
If NO, which q	uestions or	the <i>2020 PE</i>	EBB Premium Surcharge And estion 2 Question 3					all that apply.
			f premium surcharge appl	lies. I used the 202	0 PEBB Premium	Surcharge At	testati	ion Help Sheet and

	Coverage (Unpaid Leave) Election	<u>. </u>			
Subscriber's last name	First name	Middle initial	Social Securit	ry number	
 Section 3: Dependent information List eligible dependents, including children as defined in WAC 182-12-260(3), you wish to cover or remove from coverage. Use additional forms for more dependents. Dependents cannot be enrolled in two PEBB medical or dental accounts at the same time. If adding a state-registered domestic partner's child, extended dependent, or other non-qualified tax dependent, also attach a 2020 PEBB Declaration of Tax Status form to indicate whether they qualify as a dependent for tax purposes under IRC Section 152, as modified by IRC Section 105(b). If enrolling an extended dependent, also attach a 2020 PEBB Extended Dependent Certification form. If enrolling a dependent child with a disability age 26 or older, also submit a 2020 PEBB Certification of a Dependent Child With a Disability form and return as instructed on the form. Read the 2020 PEBB Employee Enrollment Guide for eligibility information. 					
•	e, contact MetLife at 1-866-548-7139.	, ,	, and the second	'	
A Last name	First name		F	ecurity number	
Relationship to subscriber	☐ Child ☐ Stepchild (not legally adopted) ☐ Extended dependent (attach copy of	☐ Child with disability (che of court order) ☐ Child with disability (che of court order)	ck only	birth (mm/dd/yyyy)	
Street address (only if different	ent from subscriber) Apt./unit number	City	State	ZIP Code	
☐ Continue coverage: (select on ☐ Terminate coverage: (select on ☐ Terminating coverage, incl Tobacco use premium:	e)	Medical only Dentilement Medical only Dentilement Medical only Dentilement Dentilement	tal only tal only _ Termination dat		
dependent? (Response requ ☐ YES, I am subject to the S ☐ NO, I am not subject to t	uired for dependents ages 13 or older e \$25 premium surcharge. This depender he \$25 premium surcharge. This deper ne of the tobacco cessation resources r	nrolling in medical coverage.) nt has used tobacco products indent has not used tobacco pro	Check only one: n the past two mo oducts in the past rcharge Attestation	nths. two months, or has n Help Sheet.	
B Last name	First name	Middle initial Sex		curity number	
Relationship to subscriber	☐ Child ☐ Stepchild (not legally adopted) ☐ Extended dependent (attach copy of	Child with a disability (che	Date of b	irth (mm/dd/yyyy)	
Street address (only if differe	ent from subscriber) Apt./unit number	, , ,	State	ZIP Code	
☐ Continue coverage: (select on ☐ Terminate coverage: (select on ☐ Terminating coverage, incl	e)	Medical only Deni Medical only Deni Medical only Deni	tal only	re	
Tobacco use premium surcharge - if enrolling in medical coverage Does the tobacco use premium surcharge apply to this dependent? (Response required for dependents ages 13 or older enrolling in medical coverage.) Check only one: ☐ YES, I am subject to the \$25 premium surcharge. This dependent has used tobacco products in the past two months. ☐ NO, I am not subject to the \$25 premium surcharge. This dependent has not used tobacco products in the past two months, or has enrolled in or accessed one of the tobacco cessation resources noted in the 2020 PEBB Premium Surcharge Attestation Help Sheet. C Last name First name Middle initial Sex Social Security number					
Relationship to subscriber	☐ Child ☐ Stepchild (not legally adopted) ☐ Extended dependent (attach copy of	Child with disability (che	a Date of ck only	birth (mm/dd/yyyy)	
Street address (only if different	ent from subscriber) Apt./unit number	City	State	ZIP Code	
Continue coverage: (select on Terminate coverage: (select of terminate coverage) If terminating coverage, incl	e)	Medical only Dent Medical only Dent Dent	tal only tal only _ Termination dat		
-	surcharge - if enrolling in medic	_	-	urcharge apply to this	
dependent? (Response required for dependents ages 13 or older enrolling in medical coverage.) Check only one: YES, I am subject to the \$25 premium surcharge. This dependent has used tobacco products in the past two months. NO, I am not subject to the \$25 premium surcharge. This dependent has not used tobacco products in the past two months, or has enrolled in or accessed one of the tobacco cessation resources noted in the 2020 PEBB Premium Surcharge Attestation Help Sheet.					

	•	•	•	_				
Subs	criber's last name	First name			Middle initial	Social Security number		
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 section below.) No If no, go to Section 5.								
Cha	Changes you can make anytime Give date of event/change							
☐ N	lame change	☐ Terminate med	dical cove	rage	☐ Terminate dental	coverage		
u	Remove dependent(s) from coverage due to loss of eligibility (divorce, dissolution of state-registered domestic partnership or legal union, death, or other loss of eligibility for PEBB benefits.) Your personnel, payroll, or benefits office must receive this form no later than 60 days after the last day of the month the dependent loses eligibility. If applicable, provide former dependent's new address:							
All cl	litional changes you can make of the description of	the following year.			•			
Chec	k the box(es) next to the change reque	sted. Add or rem	nove depe	endent(s) 🔲 Change medic	cal plan 🔲 Change dental plan		
l	litional changes you can make		•		-			
	PEBB Program only allows changes ou ram must receive this form and proc							
_	ost cases, the enrollment or change w			-				
whic	hever is later. Give date of event			_		,		
	ck the box next to the corresponding		مام امعم					
Add	dependent(s), change medical plar Marriage, registering a state-registe				ntion 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 a 2020 PEBB Extended Dependent Certification form available at hca.wa.gov/erb.							
	Subscriber or dependent loses othe Health Insurance Portability and Acc		group hea	alth plar	n or through health in	surance coverage, as defined by the		
	Subscriber has a change in employn employer-based group health plan.	nent status that affe	cts the su	ıbscribe	r's eligibility for their	employer contribution toward their		
	Subscriber's dependent has a chang under their employer-based group h	•	oyment s	tatus th	at affects their eligib	ility for the employer contribution		
	A court order requires the subscribe subscriber.	er or any other indivi	idual to p	rovide	nsurance coverage fo	or an eligible dependent of the		
	Subscriber or dependent becomes e (CHIP).	entitled to or loses e	ligibility f	or Med	icaid or a state Childr	en's Health Insurance Program		
	Subscriber or dependent becomes e or CHIP.	eligible for a state pr	emium as	ssistanc	e subsidy for PEBB he	ealth plan coverage from Medicaid		
Add	dependent(s):							
	Subscriber or dependent has a chan enrollment that does not align with			-		ealth plan during its annual open		
	A dependent moves from another country to live within the United States or moves from inside the United States to live in another country, and that change resulted in the dependent losing their health insurance.							
Change medical plan and/or change dental plan:								
	Subscriber or dependent has a chan	_			•			
	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 for active and ongoing treatment that could function as a reduction in benefits for the subscriber or their dependent (requires approval by the PEBB Program).							
Are	Are you or any eligible dependents enrolled in PEBB insurance coverage under another account? 🔲 Yes 🔲 No							

subscriber's last name First name		Middle initial	Social Security number			
Section 5: Medical plan se	lection Check only one.					
Contact the plans for details about benefits; their contact information is located at the end of this form.						
Kaiser Foundation Health Plan of the Northwest¹ Kaiser Permanente NW² Classic Kaiser Permanente NW² Consumer-Directed Health Plan Kaiser Foundation Health Plan of Washington¹ Kaiser Permanente WA Classic Kaiser Permanente WA Consumer-Directed Health Plan Kaiser Permanente WA SoundChoice³		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				
Kaiser Permanente WA Value						

Section 6: Dental Plan Selection Check only one.					
Before you select a dental plan, call the plan to make sure your provider accepts the specific plan and plan group. The plans' contact information is located on page 7.					
Preferred Provider Organization (PPO)		Uniform Dental Plan (Group #3000), administered by Delta Dental of Washington. You can choose any dental provider and change providers at any time.			
Managed-Care Plans (limited network)		DeltaCare (Group #3100), administered by Delta Dental of Washington. You will select and receive care from a primary care dental provider in the DeltaCare network. Before you enroll, 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) You will select and receive care from a primary care dental provider in the Willamette Dental Group Plan. Before you enroll, call 1-855-433-6825 to verify your provider is in the Willamette Dental Group network.			

(continued)

¹These plans have a specific service area. If you move out of the service area, you must change your plan; otherwise, you will have limited access to network providers and covered services. You must notify the PEBB Program **no later than 60 days** after you move.

² Kaiser Foundation Health Plan of the Northwest offers plans in Clark and Cowlitz counties in WA and select counties in OR.

³ Not all contracted providers in Spokane County are in the SoundChoice network. Please make sure your provider is in-network before you visit.

Subs	criber's last name	First name	Middle initial	Social Security number				
Sec	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 supplemental life and AD&D insurance I have while on PEBB Continuation Coverage (Unpaid Leave). If you wish to decrease your life and/or AD&D insurance amounts while on PEBB Continuation Coverage (Unpaid Leave), please call MetLife at 1-866-548-7139.							
	NO, I do not wish to continue the life and AD&D insurance I had as an employee. I understand I must reapply for supplemental life insurance and submit evidence of insurability to MetLife when I regain eligibility. I understand that MetLife must receive my completed MetLife Enrollment/Change form through mybenefits.metlife.com/wapebb no later than 31 days after the date I regain eligibility.							
Se	ction 8: Long-Term D	Disability (LTD) Insurance						
		nployees on approved educational le vices Employment and Reemployme		duty in the uniformed services as				
Cu	rrent enrollment with e	nploying agency						
	Basic LTD coverage (\$2.10)	/month)						
	Supplemental LTD coverage	ge (select a waiting period)						
	☐ 90-Day ☐ 180-Day ☐ 3	00-Day 🔲 120-Day 🔲 240-Day 🔲 36	60-Day					
De	sired enrollment while s	elf-paying						
		verage I had as an employee.	(initials)					
I wish to keep the same Basic LTD insurance I had as an employee, and increase the supplemental LTD insurance waiting period. I understand that I must reapply for the lower waiting period under supplemental LTD insurance and submit evidence of insurability to The Standard for approval when I regain eligibility for the employer contribution. I understand that my employing agency must receive the required enrollment forms no later than 31 days after the date I regain eligibility (initials)								
☐ I do not wish to keep the LTD insurance I had as an employee. I understand that I must reapply for the supplemental LTD insurance and submit evidence of insurability to The Standard for approval when I regain eligibility for the employer contribution. I understand that my employing agency must receive the required enrollment forms no later than 31 days after the date I regain eligibility (initials)								

(continued)

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

Section 9: Signature

I have received and read the *PEBB Continuation Coverage Election Notice*, including any appendices. By submitting 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 dependents 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 include imprisonment, fines, and denial of 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 my dependents and me. 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 medical 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 *PEBB Continuation Coverage (Unpaid Leave) Election/Change* forms I have submitted to the PEBB Program in the past.

HCA's Privacy Notice:

We will keep your information private as allowed by law. To see our Privacy Notice, go to hca.wa.gov/erb.

Subscriber's signature	Date	

Mail to:

Washington State Health Care Authority PO Box 42684 Olympia, WA 98504-2684

Please sign and date this form. If payment is enclosed, make it payable to Health Care Authority and mail to:

Washington State Health Care Authority PO Box 42691 Olympia, WA 98504-2691

Or hand-deliver to:

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.

2020 PEBB Program medical contractors

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

Kaiser Foundation Health Plan of Washington 601 Union St., Suite 3100, Seattle, WA 98101

1-866-648-1928 or TTY: 1-800-833-6388

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

2020 PEBB Program life insurance contractor

Metropolitan Life insurance company (MetLife)

MetLife Recordkeeping Center PO Box 14406, Lexington, KY 40512 1-866-548-7139

2020 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 1-800-537-3406

Willamette Dental of Washington, Inc. 6950 NE Campus Way, Hillsboro, OR 97124-5611 1-855-4DENTAL (1-855-433-6825)

2020 PEBB Program long-term disability insurance contractor

The Standard Insurance Company 900 SW Fifth Avenue Portland, OR 97204 1-800-368-2860