

Temporary changes to employee eligibility

Some information in this document has 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 PEBB Board passed a resolution affecting state employees who are hired or rehired to respond to the state of emergency. The resolution established temporary eligibility for PEBB coverage for certain job classes.

If you are hired in response to the COVID-19 state of emergency in one of these job classes, PEBB coverage will start sooner than under normal PEBB eligibility rules:

- First responders.
- Health care professionals.
- Any positions in a medical facility.
- Public health officials.
- Any COVID-19 research positions.
- Other position types authorized during the state of emergency by the Health Care Authority.

These positions are eligible for the employer contribution toward PEBB benefits in any month they work a minimum of 8 hours.

If you become eligible under these temporary eligibility criteria, **PEBB coverage will begin the first day of the month in which you become eligible.** For example, if you become eligible on April 15, your PEBB benefits are effective April 1.

PEBB benefits for this resolution include medical, dental, basic life, basic accidental death and dismemberment (AD&D), and basic long-term disability (LTD) insurance. You are **not** eligible to enroll in supplemental life, supplemental AD&D, nor supplemental LTD insurance.

Once the COVID-19 state of emergency ends, the temporary criteria for establishing eligibility ends. After that, the standard PEBB eligibility rules apply.

Learn more about these resolutions at hca.wa.gov/coronavirus.

Temporary changes to continuation coverage eligibility

On April 2, 2020, the PEBB Board passed two resolutions affecting PEBB Continuation Coverage. These resolutions:

- **Extend the enrollment deadline 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.

- 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.
 - 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 would have ended April 30, and the state of emergency ends on May 15, your coverage will be extended to July 31.
 - 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 continue to 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.
 - 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.

Learn more about these resolutions at hca.wa.gov/coronavirus.

Corrections to the *2020 PEBB Employee Enrollment Guide*

Note: These changes are already reflected in the electronic version of this document.

Page 34: “2020 Medical plans by county”

On page 34, the service areas listed for UMP Plus—Puget Sound High Value Network (PSHVN) and UMP Plus—UW Medicine Accountable Care Network (ACN) are incorrect.

For 2020, Spokane County left UMP—PSHVN and is now part of the UMP Plus—UW Medicine ACN. The correct service areas are as follows:

- **UMP Plus—PSHVN:** King, Kitsap, Pierce, Snohomish, Thurston, and Yakima
- **UMP Plus—UW Medicine ACN:** King, Kitsap, Pierce, Skagit, Snohomish, Spokane, and Thurston

Page 38: “2020 Medical benefits comparison”

On page 38, footnote 4 is missing. It should read: ⁴ Amount you pay after deductible.

2020 PEBB Employee Enrollment/Change for Medical Only Groups

Subscriber's last name

Subscriber's Social Security number

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Tobacco use premium surcharge

The PEBB Program requires a \$25-per-account premium surcharge in addition to your monthly medical premium if you or an enrolled dependent (age 13 or older) 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. If you check **Yes** or leave this section blank, you will be charged the \$25 premium surcharge. See the *2020 PEBB Premium Surcharge Attestation Help Sheet* available at hca.wa.gov/pebb-employee for instructions on how to respond.

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. If this is a change to a previous attestation, indicate the date your tobacco use changed.

Date of change (mm/dd/yyyy)

 / /

No, I am not subject to the \$25 premium surcharge.

I have not used tobacco products in the past two months, or I have enrolled in or accessed one of the tobacco cessation resources noted in the *2020 PEBB Premium Surcharge Attestation Help Sheet*.

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Section 2

Spouse or state-registered domestic partner

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 accounts at the same time.

If adding a spouse or state-registered domestic partner, you must also provide proof of dependent 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/pebb-employee.

Relationship to subscriber

If adding a state-registered domestic partner, please also attach a completed *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).

Spouse: date of marriage / /

State-registered domestic partner: date registered / /

Last name

Suffix

First name

Middle initial

Date of birth (mm/dd/yyyy)

Social Security number

Sex

 M F

Street address

Address line 2

City

State

ZIP Code

Medical coverage

Cover

Remove from medical

Reason:

Tobacco use premium surcharge

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

Yes, I am subject to the \$25 premium surcharge.

This person has used tobacco products in the past two months. If this is a change to a previous attestation, indicate the date their tobacco use changed.

Date of change (mm/dd/yyyy)

No, I am not subject to the \$25 premium surcharge.

This person has not used tobacco products in the past two months, or they have enrolled in or accessed one of the tobacco cessation resources noted in the *2020 PEBB Premium Surcharge Attestation Help Sheet*.

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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 monthly \$50 premium surcharge. If you check **No**, identify the questions you checked **No** to.

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.

The *2020 PEBB Premium Surcharge Attestation Help Sheet* and the *2020 PEBB Spousal Plan Calculator* are available at hca.wa.gov/pebb-employee. To change your attestation, use the *2020 PEBB Premium Surcharge Attestation Change Form*.

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 questions on the *2020 PEBB Premium Surcharge Attestation 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

Employer to determine if premium surcharge applies.

I used the *2020 PEBB Premium Surcharge Attestation Help Sheet* and am submitting a printed *2020 PEBB Spousal Plan Calculator*. My employer will use these to determine whether my spouse's or state-registered domestic partner's employer-based group medical is comparable to PEBB's UMP Classic and if I am subject to the premium surcharge.

2020 PEBB Employee Enrollment/Change for Medical Only Groups

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Section 3

Medical plan selection *Check only one.*

If you are eligible for the employer contribution toward PEBB benefits but do not waive or enroll in PEBB Program medical coverage, you will be enrolled by default as a single subscriber in Uniform Medical Plan (UMP) Classic. Your dependents will not be enrolled. You will be charged a monthly \$104 premium for medical coverage as well as a \$25-per-account monthly tobacco use premium surcharge.

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
- Kaiser Permanente WA Value

Uniform Medical Plan, administered by Regence BlueShield

- UMP Classic
- UMP Consumer-Directed Health Plan
- UMP Plus–Puget Sound High Value Network¹
- UMP Plus–UW Medicine Accountable Care Network¹

Contact the plans for benefit and provider information. Their contact information is located below.

1. These 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 report your new address to your personnel, payroll, or benefits office and request a plan change **no later than 60 days** after you move.
2. Kaiser Foundation Health Plan of the Northwest offers plans in Clark and Cowlitz counties in Washington and select counties in Oregon.
3. Not all contracted providers in Spokane County are in the SoundChoice network. Please make sure your provider is in-network before you visit.

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 TTY: 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 Avenue
Seattle, WA 98101
1-888-849-3681 or TRS: 711

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Section 4

Account changes and special open enrollment

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 (Signature) on page 8.

Changes you can make anytime

If you have a name or address change, contact your personnel, payroll, or benefits office.

Give date of event/change / /

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 and proof of the event **no later than 60 days** after the last day of the month the dependent loses eligibility for health plan coverage. If applicable, provide former dependent's new address:

Former dependent's new street address

Former dependent's city

State

ZIP Code

Changes you can make during the PEBB Program's 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)
- Remove dependent(s)
- Enroll after waiving medical coverage
- Change medical plan
- Waive medical due to enrollment in other employer-based group medical, a TRICARE plan, or Medicare.

Changes you can make if an event creates a special open enrollment

The PEBB Program only allows changes outside of an annual open enrollment when an event creates a special open enrollment. The change must be allowable under the Internal Revenue Code and Treasury regulations and correspond to and be consistent with a special open enrollment event for the employee, employee's dependent, or both. You are required to provide proof of the event. Your personnel, payroll, or benefits office must receive this form and proof of the event **no later than 60 days** after the event.

Check the box next to the change you are requesting and the corresponding event on the following page. In most cases, the enrollment or change will be effective the first day of the month following the later of the event date or the date this form is received. If that day is the first of the month, the change begins on that day.

- Add dependent(s)
- Remove dependent(s)
- Enroll after waiving medical coverage
- Change medical plan
- Waive medical due to enrollment in other employer-based group medical, a TRICARE plan, Medicare, Medicaid, or a state Children's Health Insurance Program (CHIP).

2020 PEBB Employee Enrollment/Change for Medical Only Groups

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The following events allow an employee to add dependent(s), enroll after waiving medical, remove dependent(s), change medical plans, and waive medical coverage.

- Employee has a change in employment status that affects the employee's eligibility for their employer contribution toward their employer-based group health plan.
- Employee's dependent has a change in their own employment status that affects their eligibility for the employer contribution under their employer-based group health plan.
- Employee or a dependent becomes entitled to or loses eligibility for Medicaid or a state Children's Health Insurance Program (CHIP).
- Marriage, registering a state-registered domestic partner (as defined by Washington Administrative Code 182-12-109), birth, adoption, or assuming a legal obligation for support in anticipation of adoption. Also complete a *2020 PEBB Declaration of Tax Status* form if adding a state-registered domestic partner or their child to indicate whether they qualify as a dependent for tax purposes under IRC Section 152, as modified by IRC Section 105(b).

These events allow an employee to add dependent(s), enroll after waiving medical, and change medical plans.

- Child becomes eligible as an extended dependent through legal custody or legal guardianship. Also complete the *2020 PEBB Extended Dependent Certification* form.
- Employee 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.
- Employee or dependent becomes eligible for a state premium assistance subsidy for PEBB health coverage from Medicaid or a state CHIP.

The following events allow an employee to add dependent(s), enroll after waiving medical, remove dependent(s), and waive medical coverage.

- Employee or dependent has a change in enrollment under an employer-based group health plan during its annual open enrollment that does not align with the PEBB Program's annual open enrollment.
- Employee's dependent moves from outside the United States to live within the United States or moves from inside the United States to live outside the United States, and the move resulted in the dependent losing their health insurance.

The following event allows an employee to add dependents, enroll after waiving, remove dependents, and change medical plans.

- A court order that requires the employee or any other individual to provide insurance coverage for an eligible dependent of the employee.

The following events allow an employee to change medical plans.

- Employee or dependent becomes entitled to or loses eligibility for Medicare, or enrolls in or terminates enrollment in a Medicare Part D plan.
- Employee's or dependent's current health plan becomes unavailable because the employee or dependent is no longer eligible for a health savings account (HSA).
- Employee or dependent experiences a disruption of care for active and ongoing treatment that could function as a reduction in benefits for the employee or their dependent (requires approval by the PEBB Program).
- Employee or dependent has a change in residence that affects health plan availability.

The following events allow an employee to enroll after waiving medical, and waive medical coverage.

- Employee or dependent becomes eligible and enrolls in a TRICARE plan, or loses eligibility for a TRICARE plan.
- Employee becomes eligible and enrolls in Medicare, or loses eligibility for Medicare.

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Section 5

Signature

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) or premiums paid on my behalf. 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 or my employer may retroactively terminate coverage for me and my dependents if I intentionally misrepresent eligibility, or do not 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, denial of PEBB benefits, and loss of my job.

If adding a state-registered domestic partner to my account, I declare that my domestic partner and I have registered through the Washington Secretary of State's Office or another state.

Enrollment is not complete until PEBB verifies the dependent's eligibility. I understand that if I'm applying to add a dependent to my PEBB insurance coverage, I must provide copies of documents that verify the dependent's eligibility within the PEBB Program's enrollment timelines, or the dependent will not be enrolled.

Employees that elect to waive PEBB medical when they become newly eligible or during the annual open enrollment, must be enrolled in other employer-based group medical, a TRICARE plan, or Medicare. Employees that elect to waive PEBB medical due to a special enrollment event must be enrolled in other employer-based group medical, a TRICARE plan, Medicare, Medicaid, or a state Children's Health Insurance Program (CHIP). If I waive medical, I understand I can enroll during the annual open enrollment period or **no later than 60 days** after a special open enrollment event as defined in PEBB Program rules. If I waive medical for myself, I cannot enroll my eligible dependents in medical.

I allow my employer to deduct money from my earnings to pay for insurance coverage and any applicable premium surcharges.

If I am eligible for the employer contribution toward PEBB benefits but do not waive or enroll in PEBB Program medical coverage, I will be enrolled by default as a single subscriber in Uniform Medical Plan (UMP) Classic. My dependents will not be enrolled. I will be charged a monthly \$104 premium for medical coverage as well as a \$25-per-account monthly tobacco use premium surcharge.

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 my employer will contribute 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.

I understand that my enrollment and my dependents' enrollment are subject to my adherence to all applicable deadlines and PEBB rules and policies. Failure to comply with applicable deadlines and PEBB rules and policies may result in my benefits selection being rejected or defaulted.

This form replaces all *Employee Enrollment/Change* forms previously submitted.

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

Subscriber's signature

Date

 / /

Return completed form and documentation to your personnel, payroll, or benefits office.

HCA is committed to providing equal access to our services. If you need an accommodation, or require documents in another format, please contact your personnel, payroll, or benefits office.

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Section 6

Dependent information

List eligible dependents you wish to cover or remove from coverage including children as defined in WAC 182-12-260(3). Use additional forms for more dependents. Dependents cannot be enrolled in two PEBB medical accounts at the same time.

If adding a dependent, you must provide proof of dependent eligibility for each dependent within the PEBB Program's enrollment timelines or the dependent will not be enrolled. If adding a state-registered domestic partner's child, 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 attach a *2020 PEBB Certification of a Dependent Child with a Disability* form and return as instructed on the form. Refer to the *2020 PEBB Employee Enrollment Guide* for eligibility information.

A list of documents we will accept to verify dependent eligibility is available at hca.wa.gov/pebb-employee.

Relationship to subscriber

- Child Stepchild (not legally adopted) Extended dependent (attach copy of court order) Disabled (age 26 or older)

Last name

Suffix

First name

Middle initial

Date of birth (mm/dd/yyyy)

Social Security number

Sex

 M F

Street address

Address line 2

City

State

ZIP Code

Medical coverage

- Cover
 Remove from medical

Reason:

Tobacco use premium surcharge

Does the tobacco use premium surcharge apply to your dependent? (Response required for dependents ages 13 and older.) Check one.

Yes, I am subject to the \$25 premium surcharge.

This dependent has used tobacco products in the past two months. If this is a change to a previous attestation, indicate the date their tobacco use changed.

Date of change (mm/dd/yyyy)

No, I am not subject to the \$25 premium surcharge.

This dependent has not used tobacco products in the past two months, or they have enrolled in or accessed one of the tobacco cessation resources noted in the *2020 PEBB Premium Surcharge Attestation Help Sheet*.

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Section 6

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Last name

Suffix

First name

Middle initial

Date of birth (mm/dd/yyyy)

Social Security number

Sex

 M F

Street address

Address line 2

City

State

ZIP Code

Medical coverage

Cover

Remove from medical

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This dependent has not used tobacco products in the past two months, or they have enrolled in or accessed one of the tobacco cessation resources noted in the *2020 PEBB Premium Surcharge Attestation Help Sheet*.