

Title: Required appeals related documents when the PEBB ~~pP~~Program is ~~hearing an appeal~~ conducts a brief adjudicative proceeding

PEBB Program Administrative Policy 60-1

Contact:	Rules Specialist, ERB Division	Effective:	January 1, 201 9 <u>8</u>
		Rescinded:	
Associated RCW:	41.05.008	Supersedes:	
Associated WAC:	<u>182-16-2010</u>		
	<u>182-16-2020</u>		
	<u>182-16-2030</u>		
	<u>182-16-2050</u>		
<u>182-16-2090</u>			
Assoc. fed law/reg:		Owner:	Policy, & Rules, & Compliance Manager, ERB Division
Associated Procedures:			
Associated Forms & Communication		Approved by:	
		Position:	ERB Division Director <u>of the PEBB Program</u>
		Date approved:	

Purpose:

This policy clarifies what ~~particular appeals related~~ documents are required from an employing agency or third-party administrator when the Public Employees Benefits Board (PEBB) ~~pP~~Program is ~~hearing an appeal~~ conducting a brief adjudicative proceeding at the request of from one of its employees or subscribers.

Policy:

1. When the PEBB ~~pP~~Program ~~hears an appeal~~ receives a request for a brief adjudicative proceeding from an employee of an employing agency or subscriber to a third-party administrator, the PEBB ~~pP~~Program has 310 calendar business days from receiving the notice of appeal to gather the needed information and to make a decision. This 310 calendar business day timeline requires good information upfront so a quality decision can be made.
- ~~2.~~ Once a ~~notice of appeal~~ request for a brief adjudicative proceeding is received by the PEBB ~~pP~~Program from an employee, it is analyzed for completeness. Often, important information is missing that is needed by the PEBB ~~pP~~Program to make an informed decision. When this happens the PEBB ~~program~~ Appeals Unit contacts the

employing agency or third-party administrator and requests the missing information. It is important that the information is provided by the employing agency or third-party administrator no later than ~~three~~two business days after the request so the appeal can be heard in a timely manner. ~~If an employing agency or third-party administrator has problems meeting this three day requirement they must contact the PEBB program appeals unit to coordinate a new date to deliver the documents.~~

~~3.2.~~ Many ~~appeals~~requests for brief adjudicative proceedings require the same type of information. ~~set~~ The table below contains some of the more common ~~appeals~~request for brief adjudicative proceedings that are ~~heard~~conducted by the PEBB ~~p~~PProgram and the type of information or documents that should be automatically sent by the employing agency or third-party administrator. While this is not a complete list for every circumstance, and the PEBB ~~p~~PProgram may require additional documentation that must be provided under the timelines established in subsection (2), it does contain the most commonly needed information and documents.

Type of Appeal <u>Brief Adjudicative Proceeding</u>	Documents to Send
Waive medical	<ul style="list-style-type: none"> — Generally, any supporting documents that support the agency's decision to deny the request. - Specifically, notices of eligibility, including when and how sent; date stamped enrollment forms, if any.
Plan change request	<ul style="list-style-type: none"> - Enrollment forms (date stamped), if any.
Surcharge appeal	<ul style="list-style-type: none"> - Current attestation form, if any. - If by default, notices of eligibility, including when and how sent; date stamped enrollment forms, if any. - If they wrongly attested by mistake, the attestation, if available.
Subscriber states they moved and didn't receive notice	<ul style="list-style-type: none"> - Date subscriber moved and when (if) they changed their address with employer.
Enrolling dependent	<ul style="list-style-type: none"> - If subscriber is defaulted, notices of eligibility, including when and how sent. - Did agency advise employee of need to provide dependent verification documents?
Change in plan due to Special Open Enrollment (SOE)	<ul style="list-style-type: none"> — Document(s) that supports having a SOE. - Date stamped enrollment forms requesting the change.

~~Table #1~~