

Title: Special Open Enrollment (SOE)

Policy 45-2

Contact:	Rules Specialist, ERB Division	Effective:	January 1, 2018
		Rescinded:	
Associated RCW:	41.05.320	Supersedes:	
Associated WAC:	182-08-198 182-08-199 182-12-128 182-12-262		
Assoc. fed law/reg:	26 USC § 105(b) 26 USC § 129 26 USC § 152 26 USC § 223 26 USC § 125 26 CFR § 1.125-4	Owner:	Policy & Rules Manager, ERB Division
Associated Procedures:			
Associated Forms & Communication	Addendum 45-2A State of Washington Salary Reduction Plan	Approved by:	<i>DJZ</i> Acting ERB Director
		Position:	ERB Division Director
		Date approved:	12/1/2017

Purpose:

This policy applies whenever a subscriber requests an enrollment change or election change outside of the Public Employees Benefits Board (PEBB) annual open enrollment period.

Policy:

1. The PEBB Program and employing agencies must use Addendum 45-2A when processing a subscriber's request to change his or her enrollment or his or her dependent's enrollment under a PEBB health plan (medical or dental).
2. The PEBB Program and employing agencies must use Addendum 45-2A when processing an employee's request to change his or her election under the state's salary reduction plan.
3. A PEBB subscriber must use Addendum 45-2A when determining if he or she is allowed to change enrollment in a PEBB health plan (medical or dental) or to change an election under the state's salary reduction plan.