

# Get ready to enroll in the SEBB Program



## 7 things you should do before the first annual open enrollment

### 1. Make sure you're covered through December.

SEBB benefits coverage begins January 1, 2020, so check with your payroll or benefits office to confirm your current coverage goes through December 31, 2019.

### 2. Get documents ready to enroll your dependents.

You will need valid documents to verify that your dependents are eligible for SEBB benefits. Tax returns are good for this; so are birth certificates, marriage licenses, and certificates of legal union. The complete list of documents will be included in the *School Employee Initial Enrollment Guide* in September.

### 3. Get documents ready to enroll your disabled dependents.

The SEBB Program offers coverage for disabled children of any age with a developmental disability or physical handicap that renders the child incapable of self-sustaining employment and chiefly dependent upon the employee for support and ongoing care. If you are not currently a PEBB member, you must provide evidence of the disability with a previous or new disabled dependent certification letter or documentation of disabled dependent status from your current health plan. If your disabled dependent turns 26 between September 1, 2019 and December 31, 2019, you must provide an initial disabled dependent certification letter from your health plan provider.

### 4. Learn how SEBB affects Apple Health and Apple Health for Kids.

If you or your children are currently enrolled in Washington Apple Health (Medicaid) coverage, and

you are eligible for SEBB Program coverage, you must enroll yourself and your children in SEBB benefits. You cannot waive SEBB medical benefits for Apple Health coverage, but you can be enrolled in both. If you are a current Apple Health client, you can apply for the Premium Payment Program, which provides reimbursement for your SEBB Program medical premiums. If your children are on Apple Health for Kids with premiums, that coverage will end December 31. Be sure to enroll your children in SEBB benefits to avoid a gap in coverage. Find out more at [hca.wa.gov/premium-payment-program](https://hca.wa.gov/premium-payment-program).

### 5. Spend down your FSA and dependent care accounts.

We encourage you to use up your Flexible Spending Arrangement (FSA) and dependent care account funds by December 31, 2019, if possible. Doing so will avoid any delays or confusion you may experience if you reenroll in these benefits for the 2020 plan year through the SEBB Program.

### 6. Check your provider's availability.

When you receive the *School Employee Initial Enrollment Guide* in September, you'll know which plans and carriers are available. At that time, you can use the search tools on the plans' websites to see if your providers are in network.

### 7. Keep informed.

We'll mail out *Intercom*, the SEBB Program newsletter for school employees, in June. And in mid-September, we'll mail the *School Employee Initial Enrollment Guide*, which will provide plans, premium rates, and everything you need for the first annual open enrollment, October 1 through November 15. On our website, check out our member toolkits posted at [hca.wa.gov/sebb-factsheets](https://hca.wa.gov/sebb-factsheets). You'll find fact sheets, articles, and infographics about eligibility, benefits, paying for benefits, and other topics. Also, [hca.wa.gov/sebb-faq](https://hca.wa.gov/sebb-faq) will answer many of your questions.