


**Title: Certifying eligibility for an extended dependent child**

**SEBB Program Administrative Policy 37-1**

<b>Contact:</b>	Policy and Rules Coordinator, ERB Division	<b>Effective:</b>	October 15, 2020
		<b>Rescinded:</b>	
<b>Associated RCW:</b>	41.05.080 41.05.090 41.05.095	<b>Supersedes:</b>	
<b>Associated SEB Board Policy Resolutions:</b>			
<b>Associated WAC:</b>	182-31-080 182-31-130 182-31-140 (3)(g) 182-31-150		
<b>Associated federal law/regulations:</b>		<b>Owner:</b>	Policy, Rules, & Compliance Manager, ERB Division
<b>Associated Procedures:</b>			
<b>Associated Forms &amp; Communication</b>	<i>Forms:</i> 20-0055, 20-0056, 20-0089, 20-0060, 20-0084, 20-0127  <i>Communications:</i> 20-0021, 20-0049, 20-0056	<b>Approved by:</b>	
		<b>Position:</b>	Director of the SEBB Program
		<b>Date approved:</b>	September 17, 2020

**Purpose:**

This policy applies when a subscriber submits the required forms to enroll an extended dependent child in the subscriber’s School Employees Benefits Board (SEBB) health plan coverage.

**Policy:**

1. The SEBB Program must certify the eligibility of an extended dependent child before allowing enrollment in SEBB health plan coverage. The SEBB Program reviews the certification of an extended dependent child annually. However, the SEBB Program reserves the right to review an extended dependent child’s eligibility at any time.
2. Children are eligible for SEBB health plan coverage as described in WAC 182-31-140(3). The rule includes the criteria an extended dependent child must satisfy.
3. The subscriber must provide required forms within enrollment time limits as described in WAC 182-31-150(4).

4. The subscriber must demonstrate legal responsibility by providing a valid court order, and the child's official residence must be with the custodian or guardian. If a valid court order does not stipulate a custody or guardianship end date, the order can be used annually when recertifying an extended dependent child up to the last day of the month in which their twenty-sixth birthday occurs (except as described in WAC 182-31-140 (3)(f)).
5. For a subscriber that meets the eligibility and procedural requirements to enroll an eligible extended dependent child, the extended dependent child will be enrolled in SEBB health plan coverage as follows:
  - a. When the subscriber becomes eligible and enrolls in SEBB benefits, the extended dependent child will be enrolled with the same effective date as the subscriber (WAC 182-31-150 (1)(a)).
  - b. When the subscriber enrolls the extended dependent child during the SEBB Program's annual open enrollment, SEBB coverage begins January 1<sup>st</sup> of the following year (WAC 182-31-150 (1)(b)).
  - c. When the subscriber enrolls the extended dependent child due to a special open enrollment event, SEBB health plan coverage begins the first day of the month following the later of the event date or eligibility certification (WAC 182-12-150 (3)(a)(ii)).  
*"Eligibility certification" means the date the SEBB Program receives the appropriate SEBB enrollment form, SEBB Extended Dependent Certification form, and a valid court order that demonstrates the legal responsibility.*
  - d. When the subscriber enrolls the extended dependent child due to a National Medical Support Notice (NMSN) requirement to cover a dependent child, SEBB health plan coverage begins the first day of the month following receipt by the SEBB Organization of the NMSN. If the NMSN is received by the SEBB Organization on the first day of the month, the change to health plan coverage or enrollment begins on that day (WAC 182-31-150 (1)(d) and 182-31-160 (1)(d)).
6. When the subscriber enrolls an extended dependent child, the subscriber must complete a *SEBB Declaration of Tax Status* form. If the subscriber is a school employee eligible to participate in the salary reduction plan as described in WAC 182-31-060, the monthly medical premium for the extended dependent child will be withheld from the school employee's paycheck post-tax.
7. SEBB Program certification of an extended dependent child's eligibility is valid for twelve months, except when:
  - a. The child is within twelve months of turning age twenty-six; or
  - b. The end date of legal custody or guardianship is sooner than twelve months; or
  - c. The SEBB program reviews the extended dependent child's eligibility as described in section 1 above and the SEBB Program determines the child is not eligible.
8. If the subscriber is moving from Public Employees Benefits Board (PEBB) Program coverage to SEBB Program coverage with an extended dependent, and the extended dependent is currently enrolled in health plan coverage through the PEBB Program, the subscriber is not required to recertify until the current certification issued, while the subscriber is enrolled in PEBB Program coverage expires.