Title: Special Open Enrollment (SOE)

Program Administrative Policy 45-2

Contact:	Policy and Rules Coordinator, ERB Division	**Effective:**	January 13, 2020
		Rescinded:	
Associated RCW:	41.05.320	**Supersedes:**	
Associated SEB Board Policy Resolutions:			
Associated WAC:	182-30-090 182-30-100 182-31-080 182-31-150		
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, & Compliance Manager, ERB Division
Associated Procedures:			
Associated Forms & Communication	Addendum 45-2A State of Washington Salary Reduction Plan	**Approved by:**	
		Position:	Director of the SEBB Program
		Date approved:	December 16, 2019

Purpose:

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

Policy:

1. The SEBB Program and SEBB Organizations must use Addendum 45-2A when processing a subscriber's request to change their enrollment or their dependent's enrollment under a SEBB health plan (medical, dental or vision).
2. The SEBB Program and SEBB Organizations must use Addendum 45-2A when processing a school employee's request to change their election under the state's salary reduction plan.
3. A SEBB subscriber must use Addendum 45-2A when determining if they are allowed to change enrollment in a SEBB health plan (medical, dental or vision) or to change an election under the state's salary reduction plan.