

Title: Special Open Enrollment (SOE)

SEBB Program Administrative Policy 45-2

Contact:	Policy and Rules Coordinator, ERB Division	Effective:	September 2024 January 1, 2026
Associated RCW:	41.05.320	Owner:	Policy, Rules, & Compliance Manager, ERB Division
Associated SEB Board Policy Resolutions:		Approved by:	
Associated WAC:	182-30-090 182-30-100 182-31-030(4) 182-31-080 182-31-150	Position:	Director of the SEBB Program
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	Date approved:	
Associated Forms & Communication	Addendum 45-2A State of Washington Salary Reduction Plan		

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. When a subscriber informs their SEBB Organization of their intent to make an enrollment change or change their election under the state's salary reduction plan, the SEBB Organization must use Addendum 45-2A to assist the subscriber in determining whether the subscriber or their dependent has experienced an event that creates a special open enrollment and inform the subscriber of the changes they can make consistent with that event.
2. 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).
3. The SEBB Program and SEBB Organizations must use Addendum 45-2A when processing a subscriber's request to change their election under the state's salary reduction plan.
4. 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.