

2024 School Employee Enrollment /Change Form Medical only groups

Please use this form if you are unable to use Benefits 24/7 (available in January 2024) at benefits247.hca.wa.gov. The information written on this form replaces all enrollment forms previously submitted. Therefore, you must complete the entire form, including the dependent section for any children you wish to continue to cover. Inaccurate, incomplete, or illegible information may delay coverage.

All members who are eligible for both the SEBB Program and Public Employees Benefits Board (PEBB) Program must choose health plan enrollment through one program or the other. Choosing health plans in both programs is not allowed. If you enroll in SEBB medical only coverage, your dental and vision coverage may be provided by your employer group's dental and vision provider. However, if you waive your SEBB medical to enroll in PEBB medical, you must also enroll in a PEBB dental plan.

Type or print clearly in blue or black ink and use all capital lettering in the spaces provided. Example: J O H N

! Remember to read and sign Section 6. To enroll children, complete Section 3.

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Subscriber

Social Security number	Date of birth	Sex assigned at birth ¹
		Male Female
Last name		Gender identity ²
		Male Female X
First name		Middle initial Suffix
Phone number	Alternate phone number	
Street address		
Address line 2		
City		State
ZIP/Postal code	County	
Mailing address (if different from above)		
Mailing address line 2		
City		State
ZIP/Postal code	County	

! If your address changes, you must give your new address to your payroll or benefits office no later than 60 days after you move.

¹ This field is required for health care services.


² Gender X means a gender that is not exclusively male or female. This field is optional and will be kept private to the extent allowable by law. To learn more, visit HCA's website at hca.wa.gov/gender-x.

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Subscriber's last name


Social Security number

Are you or your dependents enrolled in SEBB or PEBB insurance coverage under another account? Yes No

 If yes, please contact your payroll or benefits office for help. All members are limited to enrolling in health plans through either the PEBB Program or the SEBB Program.

Medical coverage

Cover Waive

 You can waive SEBB medical coverage if you are enrolled in other employer-based group medical, a TRICARE plan, or Medicare. If you waive medical coverage for yourself, you cannot enroll your dependents in SEBB medical coverage.

Tobacco use premium surcharge

Response required if enrolling in medical coverage. The SEBB Program requires a \$25-per-account premium surcharge in addition to your monthly medical premium if you or an enrolled dependent (age 13 or older) uses a tobacco product. The surcharge doesn't apply to dependents under age 13. Tobacco use is defined as any use of tobacco products within the past two months except for religious or ceremonial use. Tobacco products are any product made with or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product. This includes, but is not limited to, cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, and other tobacco products. Tobacco products do not include e-cigarettes, United States Food and Drug Administration (FDA) approved quit aids such as, over-the-counter nicotine replacement products, and prescription nicotine replacement products.

If a provider finds that ending tobacco use or participating in your medical plan's tobacco cessation program will negatively affect your health, see more information in SEBB Administrative Policy 91-1 at hca.wa.gov/sebb-rules.

The premium surcharge will not apply if you and any enrolled dependents (age 13 or older) who use tobacco products meet these requirements:

- Age 18 and older – enrolled in the free tobacco cessation program through your SEBB medical plan (visit HCA's website at hca.wa.gov/tobacco-free-sebb).
- Age 13 to 17 – accessed resources aimed at teens at teen.smokefree.gov.

Does the tobacco use premium surcharge apply to you? If you check **Yes** or do not check any boxes below, you will be charged the \$25 premium surcharge. Check one.

Yes, I am subject to the \$25 premium surcharge. I have used tobacco products in the past two months.

No, I am not subject to the \$25 premium surcharge. I have not used tobacco products in the past two months, or I have enrolled in or accessed the tobacco cessation resources noted above.

Subscriber's last name

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Tobacco use premium surcharge

Response required if enrolling your spouse or state-registered domestic partner (SRDP) in medical coverage. If you check Yes or do not check any boxes below, you will be charged the \$25-per-account premium surcharge in addition to your monthly medical premium. See page 2 for instructions on how to respond.

Does the tobacco use premium surcharge apply to you? Check one.

- Yes, I am subject to the \$25 premium surcharge. This person has used tobacco products in the past two months.

No, I am not subject to the \$25 premium surcharge. This person has not used tobacco products in the past two months or has enrolled in or accessed one of the tobacco cessation resources noted on page 2 of this form.

Spouse or state-registered domestic partner (SRDP) coverage premium surcharge

Response required if you are enrolling your spouse or SRDP in medical coverage. The SEBB Program requires a \$50 premium surcharge in addition to your monthly medical premium if you are enrolling your spouse or SRDP in SEBB medical and they have chosen not to enroll in another employer-based group medical that is comparable to PEBB's Uniform Medical Plan (UMP) Classic.

Answer these questions:

1	Are you covering your spouse or SRDP in a SEBB medical plan under your account in 2024?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2	Will they be eligible for medical coverage through their employer in 2024? (If they will not be employed in 2024, answer No.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Will their employer offer at least one medical plan that serves their county of residence in 2024?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Have they chosen not to enroll in their employer's medical (including PEBB) coverage in 2024?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Will the coverage offered by their employer in 2024 not be through the SEBB Program or a TRICARE plan? • Answer Yes if their employer does not offer SEBB coverage or a TRICARE plan. • Answer No if their employer offers SEBB coverage or a TRICARE plan.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Will their share of the medical premium through their employer be less than \$117.81 per month in 2024?	<input type="checkbox"/> Yes	<input type="checkbox"/> No


If you answered No to any of these questions, check no on the next page. You will not be charged the surcharge.
If you answered Yes to all of these questions:

1. Ask your spouse or SRDP for the Summary of Benefits and Coverage (SBC) for all medical plans that:

a. Serve their county of residence.

b. Have a monthly premium of less than \$117.81 per month for the employee.

2. Use the SBC information to answer the questions in the *SEBB Spousal Plan Calculator* online tool. You will get a Yes or No response from the calculator. Enter this response on the next page.

 The SEBB Spousal Plan Calculator is available at hca.wa.gov/sebb-employee under *Surcharges*.


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Does the spouse or state-registered domestic partner coverage surcharge apply to you?

Yes, I am subject to the \$50 premium surcharge.
I completed the *SEBB Spousal Plan Calculator*.

 If you check Yes or do not check any boxes,
you will be charged the \$50 premium surcharge in
addition to your monthly medical premium.

No, I am not subject to the \$50 premium surcharge. I completed the *SEBB Spousal Plan Calculator*. Which questions did you check No? **Check all that apply.** Question 1 is not applicable.

Question 2

Question 3

Question 4

Question 5

Question 6

Employer to help determine if premium surcharge applies. I am submitting a printed *SEBB Spousal Plan Calculator*. My employer will use these to help determine whether my spouse's or state-registered domestic partner's employer-based group medical is comparable to PEBB's UMP Classic plan and whether I am subject to this premium surcharge.

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Dependents

List eligible dependents you wish to add or remove from coverage. Enrolled children must be eligible under SEBB Program rules. This includes children through the month of their 26th birthday regardless of marital status, student status, or eligibility for coverage under another plan and dependent children age 26 or older with a disability. Timelines and a list of documents we will accept to verify eligibility are available on HCA's website at hca.wa.gov/sebb-employee.

If adding a state-registered domestic partner's child, extended dependent, or other nonqualified tax dependent, also attach a *SEBB Declaration of Tax Status* to indicate whether they qualify as a dependent for tax purposes. A health plan change is not allowed when adding an SRDP's child if they are not a tax dependent.

If enrolling an extended dependent, complete a *SEBB Extended Dependent Certification*.

If enrolling a child with a disability (age 26 or older), also submit a *SEBB Certification of a Child with a Disability* and submit it as instructed.

! If your dependent is eligible to enroll in both the SEBB and PEBB Programs, they are limited to enrolling in SEBB medical, dental, and vision or enrolling in PEBB medical and dental. If they are a SEBB employee who waives SEBB medical for PEBB medical, they must also enroll in PEBB dental coverage.

Relationship to subscriber

- Child
- Stepchild (not legally adopted)
- Extended dependent (attach a copy of court order)
- Child with a disability (age 26 or older)

Social Security number	Date of birth	Sex assigned at birth ¹
		Male Female
Last name		Gender identity ²
		Male Female X
First name		Middle initial Suffix
Phone number	Alternate phone number	
Street address (if different from subscriber)		
Address line 2		
City		State
ZIP/Postal code	County	

1 This field is required for health care services.
2 Gender X means a gender that is not exclusively male or female. This field is optional and will be kept private to the extent allowable by law. To learn more, visit HCA's website at hca.wa.gov/gender-x.

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Medical coverage

Add to coverage

Remove from coverage

If removing from coverage, include reason:

Tobacco use premium surcharge

Response required for dependents age 13 and older enrolling in medical coverage. If you check **Yes** or do not check any boxes below, you will be charged the \$25-per-account tobacco use premium surcharge in addition to your monthly medical premium.

Does the tobacco use premium surcharge apply to you? Check one:

Yes, I am subject to the \$25 premium surcharge. This dependent has used tobacco products in the past two months. If this is a change to a previous attestation, submit the *SEBB Premium Surcharge Attestation Change Form*.

No, I am not subject to the \$25 premium surcharge. This dependent has not used tobacco products in the past two months or has enrolled in or accessed one of the tobacco cessation resources noted on page 2 of this form.



Use additional forms to list more dependents.

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Medical plan selection

Choose one medical plan.

Kaiser Foundation Health Plan of the Northwest (Kaiser Permanente NW)

Kaiser Permanente NW 1
Kaiser Permanente NW 2
Kaiser Permanente NW 3

Kaiser Foundation Health Plan of Washington (Kaiser Permanente WA)

Kaiser Permanente WA Core 1
Kaiser Permanente WA Core 2
Kaiser Permanente WA Core 3
Kaiser Permanente WA SoundChoice

Kaiser Foundation Health Plan of Washington Options, Inc. (Kaiser Permanente WA Options)


Kaiser Permanente WA Options Summit PPO 1
Kaiser Permanente WA Options Summit PPO 2
Kaiser Permanente WA Options Summit PPO 3

Premera Blue Cross

Premera High PPO
Premera HMO
Premera Standard PPO

Uniform Medical Plan (UMP), administered by Regence BlueShield and Washington State Rx Services

UMP Achieve 1
UMP Achieve 2
UMP High Deductible
UMP Plus–Puget Sound High Value Network
UMP Plus–UW Medicine Accountable Care Network

 Information about medical plan options can be found on HCA's website at hca.wa.gov/sebb-employee. Call the plans with questions about benefits and provider information. Before you enroll, call the plan to make sure the provider you want to use accepts the specific plan you choose. (Contact information is on page 13 of this form.)

If you are eligible for the employer contribution toward SEBB benefits, but do not waive or enroll in SEBB medical coverage, you will be automatically enrolled as a single subscriber in Uniform Medical Plan (UMP) Achieve 1, administered by Regence BlueShield, as your medical plan. Your dependents will not be enrolled. You will be charged a monthly premium for medical coverage as well as a \$25 monthly tobacco use premium surcharge.

These plans have specific service areas. You must live or work in the medical plan's service area to join the plan. All school employees are offered a choice of plans based on their county of residence or the county where their employment location is based. If you work in a district that crosses county lines, you will want to identify all counties in which your school district is located to see all plan options available to you. **Exception:** To enroll in a UMP Plus plan, you must live in the service area.

If you move out of the medical plan's service area or change jobs to a different employment location, and your medical plan is no longer available, you must select a new plan. If you do not, the SEBB Program will enroll you in a plan. You must report your new address and any request to change your health plan to your payroll or benefits office **no later than 60 days** after your move.

Kaiser Foundation Health Plan of the Northwest offers plans in Clark and Cowlitz counties in Washington and select counties in Oregon.

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Account changes and special open enrollment

Date of event/change (mm/dd/yyyy)

Changes you can make anytime

If you have a name or address change, contact your payroll or benefits office.

Remove dependents from coverage. If removal is due to loss of eligibility (divorce, annulment, dissolution, or dependent ceasing to be eligible as a child), your payroll or benefits office must receive this form **no later than 60 days** after the last day of the month the dependent loses eligibility for health plan coverage. If applicable, provide former dependent's new address:

Street address

Address line 2

City

State

ZIP/Postal code

County

Changes you can make during the SEBB Program's annual open enrollment

All changes become effective January 1 of the following year. Check the boxes next to the change requested.

Add dependents

Enroll after waiving medical coverage

Remove dependents

Waive medical due to enrollment in other employer-based group medical, a TRICARE plan, or Medicare.

Change medical plan

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Changes you can make if an event creates a special open enrollment (SOE)

The SEBB Program only allows changes outside of annual open enrollment when an event creates an SOE. The changes must be allowable under the Internal Revenue Code and Treasury regulations and correspond to and be consistent with a special open enrollment event for the employee, employee's dependent, or both. You are required to provide proof of the event. Your payroll or benefits office must receive this form and proof of the event no later than 60 days after the event occurs. In most cases, enrollment or change will be effective the first day of the month following the later of the event date or the date this form is received.

What changes are you requesting?

Check the box next to the change you are requesting and the matching event below.

Add dependents

Remove dependents

Change medical plan

Enroll after waiving medical coverage

Waive medical coverage due to enrollment in other employer-based group medical, a TRICARE plan, or Medicare.

Note: A health plan change is not allowed when adding an SRDP or their child if they are not a tax dependent.

The following events allow an employee to add dependents, remove dependents, change medical plans, and enroll after waiving medical coverage.

Employee has a change in employment status that affects the employee's eligibility for their employer contribution toward their employer-based group health plan.

Employee's dependent has a change in their own employment status that affects their eligibility or their dependent's eligibility for the employer contribution under their employer-based group health plan.

Employee or a dependent becomes entitled to or loses eligibility for Medicaid or Children's Health Insurance Program (CHIP).

Marriage, registering a state-registered domestic partner (SRDP) as defined by Washington Administrative Code (WAC) 182-31-020, birth, adoption, or assuming legal obligation for total or partial support in anticipation of adoption. You must also submit a *SEBB Declaration of Tax Status* if adding an SRDP or their child to indicate whether the dependent qualifies as a dependent for tax purposes.

The following events allow an employee to add dependents, enroll after waiving medical, and change medical plans.

Child becomes eligible as an extended dependent through legal custody or legal guardianship. Also submit a SEBB Extended Dependent Certification.

Employee or dependent loses eligibility for other coverage under a group health plan or through health insurance as defined by the Health Insurance Portability and Accountability Act (HIPAA).

Employee or dependent becomes eligible for a state premium assistance subsidy for SEBB health plan from Apple Health (Medicaid) or a state CHIP.

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The following event allows an employee to add dependents, remove dependents, enroll after waiving medical coverage, and waive medical coverage.

Employee or dependent has a change in enrollment under another employer-based group health plan during its annual open enrollment that does not align with the SEBB Program's annual open enrollment. (Waiving medical coverage is allowed for this event only when an employee enrolls under another employer-based group health plan during its annual open enrollment.)

The following event allows an employee to add dependents, remove dependents, and enroll after waiving medical coverage.

Employee's dependent moves from another country to live within the United States or moves from the U.S. to live in another country, and the move resulted in the dependent losing their health insurance.

The following event allows an employee to add dependents, remove dependents, change medical plans, and enroll after waiving medical coverage.

A court order requires the employee or any other individual to provide insurance coverage for an eligible dependent of the employee.

The following events allow an employee to change medical plans.

Employee's or dependent's current health plan becomes unavailable because the employee or dependent is no longer eligible for a health savings account (HSA).

Employee or dependent experiences a disruption of care that could function as a reduction in benefits for the employee or their dependent for a specific condition or ongoing course of treatment (requires approval by the SEBB Program).

Employee has a change in employment location that affects medical plan availability, or results in the employee having one or more new medical plans available.

Employee or dependent has a change in residence that affects medical plan availability.

The following events allow an employee to enroll after waiving medical coverage and waive medical coverage.

Employee or dependent becomes eligible and enrolls in a TRICARE plan, or loses eligibility for a TRICARE plan.

The following event allows an employee to add dependents, remove dependents, change medical plans, enroll after waiving medical coverage and waive medical coverage

Employee becomes entitled to and enrolls in Medicare or loses eligibility for Medicare.

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Signature

By submitting this form, I declare that the information I have provided is true, complete, and correct. If it isn't, or if I do not update this information within the timelines in the SEBB Program rules, to the extent permitted by federal and state laws, I must repay any claims paid by my health plans or premiums paid on my behalf. My dependents and I may also lose SEBB benefits as of the last day of the month we were eligible. To the extent permitted by law, the SEBB Program or my employer group may retroactively terminate coverage for me and my dependents if I intentionally misrepresent eligibility. In addition, I understand that it is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of SEBB insurance benefits.

If adding a state-registered domestic partner (SRDP) to my account, I declare that my domestic partner and I have registered through the Washington Secretary of State's Office or another state.

Enrollment of any dependent is not complete until the SEBB Program verifies the eligibility of my dependents. I understand that if I am applying to add a dependent to my SEBB health plan coverage, I must provide copies of documents that prove the dependent's eligibility within the SEBB Program's enrollment timelines, or the dependent will not be enrolled.

Employees that elect to waive SEBB medical coverage must be enrolled in other employer-based group medical, a TRICARE plan, or Medicare. If I waive medical coverage, I understand I can enroll during annual open enrollment or **no later than 60 days** after a special open enrollment event as defined in the SEBB Program rules. If I waive medical coverage for myself, I cannot enroll my eligible dependents in medical coverage.

If I am eligible for the employer contribution toward SEBB benefits but do not waive or enroll in SEBB medical coverage, I will be enrolled automatically as a single subscriber in Uniform Medical Plan (UMP) Achieve 1. My dependents will not be enrolled. I will be charged a monthly premium for medical coverage as well as a \$25 monthly tobacco use premium surcharge. I allow my employer to deduct money from my earnings to pay for insurance coverage and any applicable premium surcharges. I understand I am responsible for paying any applicable tobacco use premium surcharge and spouse or SRDP coverage premium surcharge in addition to my monthly premium.

If I enroll in a high-deductible health plan with a health savings account (HSA), I must meet HSA eligibility conditions. I understand that my employer will contribute to an HSA on my behalf based on the information I have provided, and that there are limits to these contributions and my HSA contributions (if any) under federal tax law.

I understand that my enrollment and my dependents' enrollment are subject to me abiding by all applicable deadlines and SEBB rules and policies. Failure to comply with applicable deadlines and SEBB rules and policies may result in my benefits selection being rejected or defaulted.

This form replaces all enrollment forms previously submitted. Any changes made on the online enrollment system or SEBB enrollment or change forms submitted and dated later than this form will replace this enrollment form.

Sign, date, and return completed form and documentation to your payroll or benefits office.

Subscriber's signature

Date

HCA is committed to providing equal access to our services. If you need an accommodation, or require documents in another format, please contact your payroll or benefits office.

HCA's Privacy Notice: HCA will keep your information private as allowed by law. To see our Privacy Notice, go to hca.wa.gov/sebb-employee.


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Employer group

 This section to be completed by your employer group.

HCA Code Organization number

Organization name

Organization name (continued)

Type of organization

- Tribal School
- Employee organization representing school employees
- Eligibility date

SEBB Program medical contractors

 Do not send forms to the addresses below. This information is only for your reference.

Kaiser Foundation Health Plan of the Northwest 500 NE Multnomah St., Suite 100 Portland, OR 97232-2023 1-800-813-2000 (TRS: 711)	Premera Blue Cross High PPO and Standard PPO PO Box 327 Seattle, WA 98111 1-800-807-7310 TTY: 1-800-842-5357 (TRS: 711)	Uniform Medical Plan , administered by Regence BlueShield (for medical benefit questions) PO Box 1106 Lewiston, ID 83501-1106 1-800-628-3481 (TRS: 711)
Kaiser Foundation Health Plan of Washington 1300 SW 27th St. Renton, WA 98057 1-888-901-4636 TTY: 1-800-833-6388 (TRS: 711)	Premera Blue Cross HMO 7001 220th St. SW Mountlake Terrace, WA 98043 1-800-807-7310 TTY: 1-800-842-5357 (TRS: 711)	Uniform Medical Plan , administered by Washington State Rx Services (for prescription drug questions) PO Box 40168 Portland, OR 97240-0168 1-888-361-1611 (TRS: 711)
Kaiser Foundation Health Plan of Washington Options, Inc. 1300 SW 27th St. Renton, WA 98057 1-888-901-4636 TTY: 1-800-833-6388 (TRS: 711)		