



Washington State Health Care Authority  
*School Employees Benefits Board*  
P.O. Box 42720 • Olympia, Washington 98504-2720  
[www.hca.wa.gov/sebb](http://www.hca.wa.gov/sebb)

**Washington State Health Care Authority  
SEBB Employer Notice Number 19-01**

Date: December 2, 2019

Applies to: K-12 School Districts, Charter Schools, and Educational Service Districts with Represented Employees

Subject: All Party Responsibilities for Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP) in 2020

The Health Care Authority (HCA) will contract with Navia Benefit Solutions for Plan Year 2020 to administer the Dependent Care Assistance Program (DCAP) and the Medical Flexible Spending Arrangement (FSA).

The employee Medical FSA maximum contribution amount for 2020 is \$2,700 with a minimum enrollment amount of \$240.

The employer administrative fee for DCAP and Medical FSA for 2020 is \$2.52 per participant per month. Forfeitures are retained in the HCA administrative fund to be used to determine the administrative fee that HCA charges the SEBB organizations.

Employers may use the FICA savings to pay the administrative fees. **If a participant enrolls in both the Medical FSA and DCAP programs, HCA will only charge the employer one administrative fee of \$2.52 per participant per month.** The HCA will bill each SEBB organization quarterly.

This notice lists the responsibilities of the Medical FSA and DCAP administrator, Navia Benefit Solutions, the SEBB organizations, and the HCA.

### **Medical FSA/DCAP Administrator Responsibilities**

Navia Benefit Solutions will:

- Provide paper and online enrollment (via their website) during the School Employees Benefits Board Program (SEBB) Program annual open enrollment period (October 1 through November 15).
- Assist with enrollment activities by providing general information and customer support to employees on its website ([sebb.naviabenefits.com](http://sebb.naviabenefits.com)) and toll-free phone number (1-800-669-3539).
- Participate in several SEBB Program annual open enrollment benefit fairs sponsored by the HCA.
- Accept employees' eligibility documentation from their employing SEBB organizations.
- Check employees' enrollment forms and deduction amounts, and transmit the deduction amounts to SEBB My Account.
- Offer a medical FSA debit card (Navia Benefits Card) for participants to use when they incur medical expenses. **Debit cards are not available for the DCAP program.**
- Offer fax numbers (1-425-451-7002 or toll-free 1-866-535-9227) to send claims and other correspondence.
- Process and pay claims.
- Provide the HCA with monthly bank account reconciliations, annual forfeiture reports, and other reports as needed.

### **SEBB Organization's Responsibilities**

The SEBB organization's payroll systems will:

- Receive and process payroll deduction files from Navia Benefit Solutions.
- Forward actual dollars collected monthly from medical FSA and/or DCAP payroll deductions to designated Lockbox:
  - HCA – SEBB FLEX
  - PO BOX 84245
  - Seattle, WA 98124-5545.
- Transmit Medical FSA and/or DCAP payroll deduction detail information to SEBB My Account.
- Provide all employee data needed to complete the annual IRS mandated non-discrimination testing to Navia Benefit Solutions. Provide timely and accurate reconciliations of all employees' eligibility and enrollment discrepancies upon Navia Benefit Solutions request.
- Provide medical FSA and DCAP enrollment forms and educational materials to their employees upon request. These materials can be downloaded and printed from Navia Benefit Solutions web site at [sebb.naviabenefits.com](http://sebb.naviabenefits.com).
- Pay an administrative fee of \$2.52 per participant per month. HCA will bill each SEBB organization quarterly. SEBB organizations will pay on time as instructed by HCA.
- Participate in evaluation meetings held by HCA, if appropriate, to discuss Navia Benefit Solutions performance.

### **HCA's Responsibilities**

The HCA will:

- Manage the administration of the Medical FSA and DCAP programs consistent with Chapter 41.05 RCW.
- Communicate Medical FSA and DCAP programs and the SEBB Program annual open enrollment information to all eligible employees.
- Provide a Medical FSA and DCAP summary in the Employee Enrollment Guide.
- Determine annually the required medical FSA and/or DCAP program administrative fee to charge to the SEBB organizations.
- Invoice SEBB organizations for the monthly Medical FSA and/or DCAP program administrative fee. The HCA will bill each SEBB organization quarterly.
- Pay Navia Benefit Solutions the administrative fee in the contract between Navia Benefit Solutions and HCA.
- Monitor monthly bank account reconciliations and annual forfeiture reports produced by Navia Benefit Solutions. The HCA will pay any deficits that might occur from the Medical FSA.
- Schedule evaluation meetings, if appropriate, with SEBB organizations to discuss Navia Benefit Solutions' performance.

### **Contact Information:**

If you have any questions, please contact Amy Corrigan, ERB Division Outreach and Training, at 360-725-0826, or [amy.corrigan@hca.wa.gov](mailto:amy.corrigan@hca.wa.gov).