



Washington State Health Care Authority
School Employees Benefits Board
P.O. Box 42720 • Olympia, Washington 98504-2720
www.hca.wa.gov/sebb

**Washington State Health Care Authority
SEBB Employer Notice Number 20-02**

Date: January 26, 2021

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 2021

The Health Care Authority (HCA) will contract with Navia Benefit Solutions for Plan Year 2021 to administer the Dependent Care Assistance Program (DCAP) and the Medical Flexible Spending Arrangement (FSA).

The employee Medical FSA maximum contribution amount for 2021 is \$2,750 with a minimum enrollment amount of \$240.

Beginning in 2021, the employer administrative fee for DCAP and Medical FSA will be included in the funding rate. Employers will no longer receive a quarterly invoice for the administration fee. Forfeitures are retained in the HCA administrative fund. HCA will continue to buy-down administrative fees using forfeitures, which will be used in the overall funding rate calculation.

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) 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.
- 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.
- 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.