INSERT AGENCY LETTERHEAD

MM/DD/YYYY

Dear EMPLOYEE NAME,

During a review of your eligibility for PEBB Program insurance, we discovered that we notified you of your eligibility for benefits on MM/DD/YYYY and received your Employee Enrollment forms timely. However, we failed to enroll you in PEBB insurance coverage as elected (WAC 182-08-187).

< INSERT THE DESCRIPTION OF THE ERROR >

To correct this error, we will correct your enrollment in PEBB Program health insurance to be effective the first day of the month following the date of this notice.

**Medical and Dental Insurance:** The effective date for the corrected PEBB Program health insurance is MM/DD/YYYY. However, you have the option to request retroactive correction/enrollment as allowable under the recourse options outlined below.

**Recourse options** may be considered for medical and dental for the period of MM/DD/YYYY to MM/DD/YYYY. When correcting enrollment errors, the employer must work with the employee and the Health Care Authority to implement insurance coverage within the following parameters:

* Retroactive enrollment in a PEBB Program health plan
* Reimbursement of claims paid
* Reimbursement of amounts paid for medical and dental premiums; or
* Other recourse, upon approval by the Health Care Authority

**Recourse** must not contradict a specific provision of federal law or statute and does not apply to requests for non-covered services or in the case of an individual who is not eligible for PEBB Program benefits.

**You may appeal the decision** by submitting an appeal within 30 days if you do not agree with a recourse decision made by your employer or the PEBB program (WAC 182-16-2010).

**Failure to respond within 31 days** will result in prospective correction/enrollment, as described, with no other option for recourse.

**Please complete** the enrollment request, found on the next page, and return to the address provided.

Sincerely,

AGENCY SIGNATURE BLOCK

MM/DD/YYYY

**Please confirm the enrollment/recourse request: sign, date, and return the document within 31 days of this notice.**

[ ]  I agree to prospective correction/enrollment in PEBB Program health insurance coverage, effective MM/DD/YYYY.

[ ]  I request retroactive enrollment in PEBB Program health insurance coverage with an effective date of \*\_\_\_\_\_\_\_\_\_\_\_\_.

 (\***Employee to choose the start date** of coverage between MM/DD/YYYY and MM/DD/YYYY)

[ ]  I request the following recourse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee Signature: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return document to the following address:

INSERT RETURN ADDRESS