SEBB Program Updates & Reminders 2022
Part 2
School Employees Benefits Outreach & Training
February 18, 2022.
Agenda

1 Date of eligibility
2 Dual enrollment
3 Reminders, Tips & Resources
Reminder: Sign Up for GovDelivery

SEBB benefits administrator's webpage

• Notices and updates
• Register for GovDelivery

hca.wa.gov/sebb-benefits-admins/notices-and-updates
Date of Eligibility

WAC 182-31-040 How do school employees establish eligibility for the employer contribution toward school employees benefits board (SEBB) benefits and when do SEBB benefits begin?
Defining Terms

**Date of Eligibility**
- Date when a school employee becomes eligible for the employer contribution towards SEBB benefits.
- Starts 31-day election period that allows employees to begin to elect benefits.
- Typically, the employee’s first day of work.

**Attention**
SEBB Organizations should **NEVER** enter the date when coverage begins in SEBB My Account.

**Effective Date**
- Date when benefits begin
- When health insurance coverage starts

SMA will automatically determine the effective date of coverage.
The Problem

Some SEBB Organization’s are not correctly entering the date of eligibility into SEBB My Account (SMA).

• Incorrectly entering the effective date when they would like for SEBB benefits to begin.

This is the date the employee established eligibility.

The effective date benefits begin is **automatically calculated** by SMA based off the date of eligibility.
The Results

**Employee/ Dependents**

- No access to SMA to make elections within their 31-days election period until the date entered
- Coverage begins a month later
  - Employee/ Dependents are without benefits
  - **Example:**
    - Date of eligibility entered is November 1, 2022.
    - Coverage will begin December 1, 2022.

**Employer**

- Billing/invoice errors
  - Employee not showing on invoice
- Incorrect date is transferred to Pay 1
- Must send a fuze to correct the date incorrectly entered
  - Do not attempt to manually change the date once submitted.
Determining Dates

GovDelivery sent June 29, 2021.

- Date of eligibility vs. Effective date
- Eligibility in August
- Eligibility in September
  - First day of work
    - September 1 through the first day of school
    - September after the first day of school

[Link to official document]

http://content.govdelivery.com/accounts/WAHCA/bulletins/2e56e6c
Example: Eligibility in September

Employees whose first day of work is in September after the first day of school, benefits begin October 1.

Example:

- Employee's first day of work is September 10. (Date of Eligibility)
- The first day of school is September 7.
- Benefits begin October 1.

- Employee's first day of work is September 8. (Date of Eligibility)
- The first day of school is September 7.
- Benefits begin October 1.
Reminder: Use Eligibility Worksheets

<table>
<thead>
<tr>
<th>EMPLOYEE ELIGIBILITY NOTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Eligibility for SEBB Benefits (WAC 12-36-049)</td>
</tr>
<tr>
<td>Enter &quot;y&quot; if the employee is anticipated to work at least 630 hours per the school year. If &quot;y&quot; then the employee is eligible for SEBB benefits. If the employee is not anticipated to work at least 630 hours, complete the A-2 worksheet. <strong>When anticipating work hours:</strong></td>
</tr>
<tr>
<td>Include all hours:</td>
</tr>
<tr>
<td>• Worked in the capacity as an employee with the SEBB Organization</td>
</tr>
<tr>
<td>• Worked from multiple positions within the same SEBB Organization (stacking).</td>
</tr>
<tr>
<td>• Compensated by the SEBB Organization for employees while on leave or a paid holiday.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Date of Eligibility (WAC 12-36-049)(4)(a)(6)(b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the employee’s first day of work in the school year</td>
</tr>
<tr>
<td>Date: 11/5/2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Coverage Begins: (WAC 12-36-049)(7)(a)(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the date coverage begins based on the following criteria:</td>
</tr>
<tr>
<td>• If the employee’s first day of work is on or after September 1, but not later than the first day of school (as determined by the SEBB Organization), coverage begins on the first day of work. <strong>Examples:</strong></td>
</tr>
<tr>
<td>• If the first day of school is Sept 5th, and:</td>
</tr>
<tr>
<td>• The employee’s first day of work is Sept 1st, then coverage begins Sept 1st.</td>
</tr>
<tr>
<td>• The employee’s first day of work is Sept 5th, then coverage begins Sept 5th.</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>• If the employee’s first day of work is on any other date of the school year after the first day of school, coverage begins the first day of the month following the employee’s first day of work. <strong>Examples:</strong></td>
</tr>
<tr>
<td>• If the first day of school is Sept 5th, and:</td>
</tr>
<tr>
<td>• The employee’s first day of work is Sept 1st, then coverage begins Oct 1st.</td>
</tr>
<tr>
<td>• The employee’s first day of work is Sept 5th, then coverage begins Oct 1st.</td>
</tr>
</tbody>
</table>

| Date: 12/1/2021 |

[Washington State Health Care Authority]
Reminder: When entering dates

**Date of Eligibility**

When adding newly eligible employees to SEBB My Account, refer to the date of eligibility determined on the appropriate worksheet.

**Effective Dates**

Do not enter the date coverage begins. SMA will automatically determine the effective date of coverage based on the eligibility date entered.

**Month of September**

Employee’s who begin work on or before the first day of school in September, the date of eligibility and the effective date will be the same.
Dual Enrollment

WAC 182-31-070 Is dual enrollment in school employees benefits board (SEBB) and public employees benefits board (PEBB) prohibited? Effective January 1, 2022
Defining Term

An employee or dependent is **dual enrolled between programs** if:

1. Enrolled in medical, dental, or vision coverage under both the SEBB and PEBB Programs

An employee or dependent is **dual enrolled in SEBB** if:

2. Coverage under two accounts within the SEBB program.
Newly eligible SEBB employee

Newly eligible employees enrolled in PEBB benefits **must choose** what program they would like to have their medical, dental and vision benefits:

<table>
<thead>
<tr>
<th>BENEFIT CHOICE</th>
<th>ENROLL IN</th>
<th>WAIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEBB Benefits</td>
<td>PEBB Benefits</td>
<td>SEBB Benefits (SMA)</td>
</tr>
<tr>
<td>SEBB Benefits</td>
<td>SEBB Benefits (SMA)</td>
<td>PEBB Benefits</td>
</tr>
</tbody>
</table>
This subscriber has enrollment(s) in the Public Employees Benefit Program. Dual enrollment between programs is not allowed. Subscriber can waive medical/dental/vision benefits in SEBB to remain in PEBB or they can enroll in SEBB benefits and their PEBB benefits will be ended.
PEBB Eligible Employees

Benefit Admin’s must access the employee’s SMA profile

- Check box “Eligible for PEBB Benefits” in the employee’s employment tab
- Checking this box allows employee to waive dental and vision coverage in SMA.

New report added to SMA “Dual Enrollment by SEBB Org”
Reminder: Dual Enrollment FAQs for BAs

SEBB BA website

• Quick Reference guides
  • Dual Enrollment
  • Dual enrollment across programs FAQ

Procedures in SEBB My Account manual page 4
hca.wa.gov/sebb-benefits-admins/quick-reference-guides#dual-enrollment
Reminders, Tips & Resources
Benefit Administrator Resources

SEBB BA website

• Employee eligibility tools and worksheets

Outreach & Training for guidance

• 1-800-700-1555
• Online via FUZE secure messaging system

hca.wa.gov/sebb-benefits-admins
2022 SEBB Employee Enrollment Guide

SEBB Employee Enrollment Guide is posted on the BA website.

• Intended for newly eligible school employees.

• Order materials on the BA website to be delivered to your organization.
  • Forms and publications
    • Order materials

Add/remove/update contact information

Update SEBB Org contacts

• Used to coordinate coverage, provide file instructions and terminate Continuation Coverage.

• Multiple roles can be assigned
  • Benefit Specialist, Insurance/Billing, Payroll, Superintendent
Employee Communication

Employees can also find reminder information:

• February edition of the SEBB Intercom Newsletter
  • Mailed/emails February 18, 2022.
  • Important reminders for the new plan year
  • Deadlines for FSA and DCAP funds
  • Updates coming to SmartHealth and the Health Care Authority website
  • Includes articles on heart health and risk for diabetes
Reminder: Upcoming spousal surcharge letter
GovDelivery sent on February 7, 2022.

• Letters sent to employees covering a spouse and charged the surcharge for 2022.

• Another chance to reattest

• Key attestation received before February 15, 2022.

• After February 15, 2022, submit all 2022 SEBB Premium Surcharge Attestation Change Form through fuze no later than March 11, 2022.
Reminder: Dependent SOE Events

GovDelivery sent on January 28, 2022.

• Dependent coverage elections not save in SMA
• System issue is resolved
• SOE events within the 60-day window can be processed by the BAs.
• Guidance will be provided for accounts outside of the 60-day
• Data Depot file name is SOE Impacted Subscribers 1.28.22 600 Axx
Reminder: Managing access

Review and manage admin access

• Submit **Admin Appointment/Removal Form** via FUZE for O&T to process in SMA to add/ remove admin access only.

• Forms & Publications page

• Superintendent signature required

Admin’s can assign user roles:

• Access management, edit, finance, and read-only access.

• No signed form required

Access Management role can release subscriber accounts for reclaiming.

FUZE Tips

When sending FUZE messages, please remember the following:

• Include full details, including your **SEBB Org within the signature block**, in the message
  • Employee first, last name, DOB and Full SSN

• Choose category based on the scenario/question

• Please respond **within same FUZE** for additional information on the same message
  • FUZE messages get auto assigned to staff
  • O&T responds in the **order in which the FUZE is received**

• Please **do not reply** to a FUZE once the incident has been resolved
  • (e.g., Thank you, Much appreciated)
FUZE Tips: Reminder

Please **do not share** the following:

- SEB Division Outreach and Training **1-800-700-1555** number
  - **Benefit Administrators only**
- PEB Division Customer Service **1-800-200-1004** number
  - **Retiree, COBRA and continuation coverage members only**
- Outreach and Training FUZE
- O&T staff email addresses or direct phone numbers

BA’s should be the first point of contact for employee inquiries.
Q&A

We will now address some of the questions that did not get answered during the webinar.

- Any questions that do not get addressed today will be responded to by phone, email or FUZE
- Employee specific questions or scenarios should be sent through FUZE

After the webinar, participants will receive a follow up email that includes a brief survey. We would greatly appreciate your feedback.
Thank you for participating!