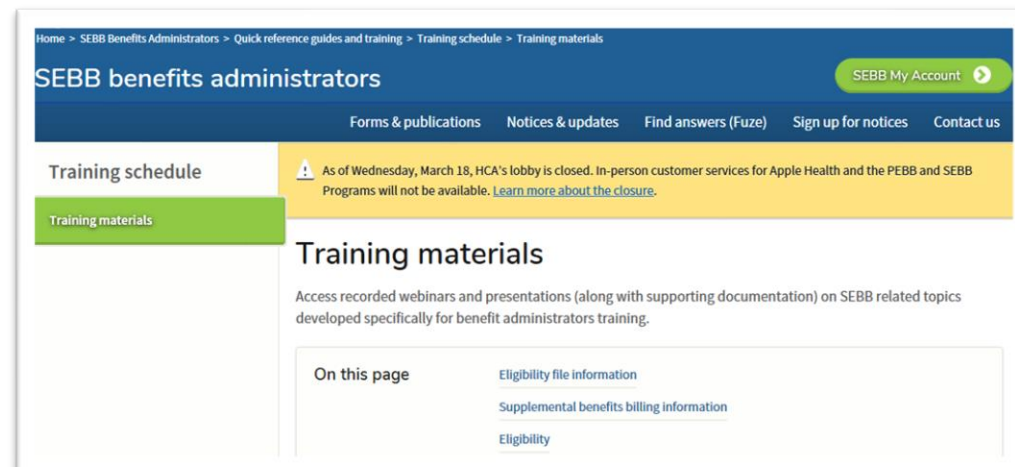


Preparing for the End of the School Year

Thank you for participating in today's webinar

The presentation will start around 10:05 a.m.

- All attendees will be muted. Please do not unmute yourself if the program allows you to.
- We can not assist with technical issues and apologize if they keep you from participating.
- This webinar will be recorded and posted on the Benefits Administrator website.



Preparing for the End of the School Year

Addressing questions during the webinar

- Please use the “questions” feature to send questions throughout the webinar.
- We will address questions:
 - Throughout the presentation when appropriate – by topic.
 - At the end of the presentation – in summary – as time allows.
 - Questions not answered during the presentation will be addressed the following week via either:
 - Email
 - Phone
 - FUZE
- **If you have employee related questions or scenarios, please send via FUZE**
- **For urgent matters, contact Outreach & Training (O&T) at 800-700-1555**



Preparing for the End of the School Year

School Employees Benefits
Outreach & Training
May 7, 2021.

Washington State
Health Care Authority

SCHOOL EMPLOYEES BENEFITS BOARD

What We Will Learn Today

- 1 SMA end of the school year actions
- 2 Employee scenarios
- 3 SMA demonstration
- 4 Reminders, tips & resources

Organization Profile Information-SMA

Update “new” first day of school

- Complete **no later than August 1** of each school year.
- Enter the latest date for multiple first days of school
- Educational Service Districts (ESDs) enter the first working day in September.
- **Required every year**

Add/ update SEBB Org contact information

- Benefit Specialist
- Insurance/ Billing
- Payroll
- Superintendent

SEBB My Account manual, chapter 2, pages 7-10

hca.wa.gov/sebb-benefits-admins/manuals

[Home](#) > [SEBB benefits administrators](#)

SEBB benefits administrators

[SEBB My Account](#) 




[Forms & publications](#)

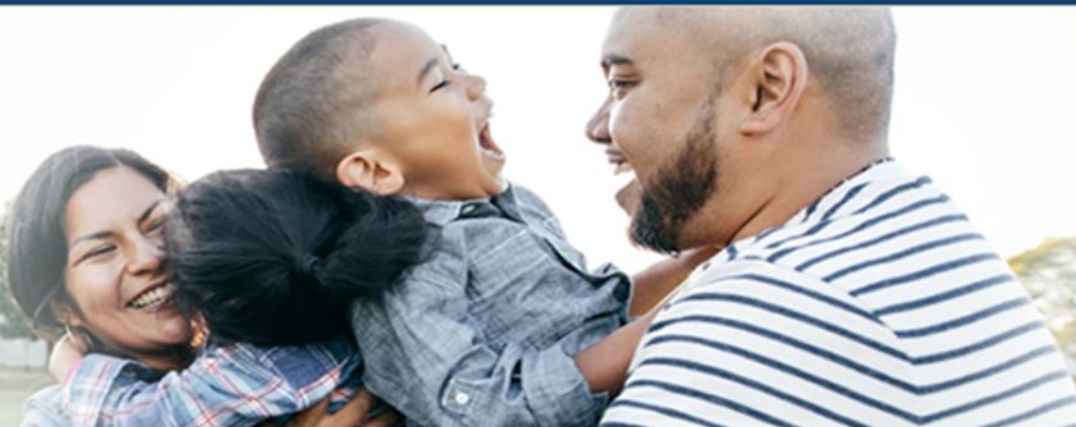
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 Due to COVID-19, HCA's lobby is closed. [Learn more about your customer service options.](#)

Employee eligibility tools and worksheets

- New hires
- Existing employees gaining eligibility
- Employees leaving work
- Employees returning to work

Employee life circumstances

- Employees
- When coverage ends
- Dependents
- Appeals process
- Continuation coverage

Quick reference guides and training

- Quick reference guides
- Training schedule and materials
- Manuals
- FAQs for school administrators

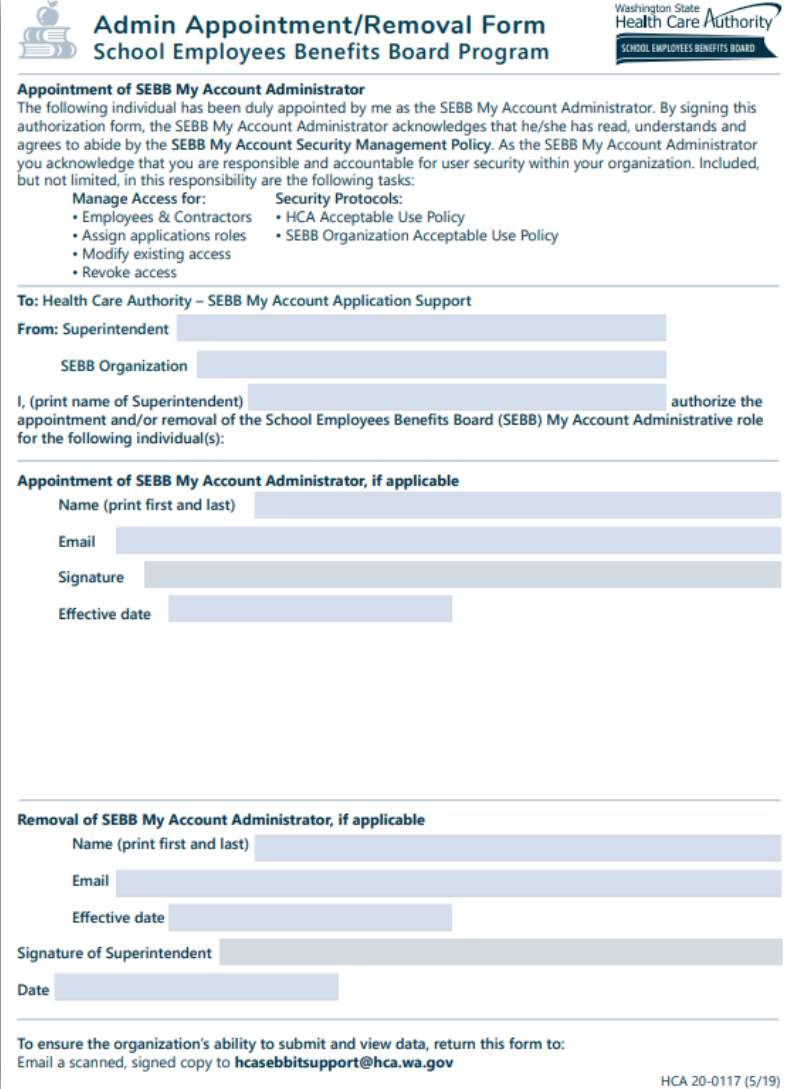
Add/Remove Admins

Review and manage admin access

- Submit *Admin Appointment/Removal Form* via FUZE for O&T to process in SMA.
- Forms & Publications page

Admin's can assign user roles:

- Access management, edit, finance, and read-only access.
- No signed form required



The form is titled "Admin Appointment/Removal Form" and is part of the "School Employees Benefits Board Program" under the "Washington State Health Care Authority". It contains sections for appointing or removing a SEBB My Account Administrator, with fields for name, email, signature, and effective date. It also includes a section for the Superintendent's signature and date. The form is intended to be filled out and signed by the Superintendent to authorize the appointment or removal of an administrator.

Admin Appointment/Removal Form
School Employees Benefits Board Program

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

Appointment of SEBB My Account Administrator
The following individual has been duly appointed by me as the SEBB My Account Administrator. By signing this authorization form, the SEBB My Account Administrator acknowledges that he/she has read, understands and agrees to abide by the SEBB My Account Security Management Policy. As the SEBB My Account Administrator you acknowledge that you are responsible and accountable for user security within your organization. Included, but not limited, in this responsibility are the following tasks:

Manage Access for:

- Employees & Contractors
- Assign applications roles
- Modify existing access
- Revoke access

Security Protocols:

- HCA Acceptable Use Policy
- SEBB Organization Acceptable Use Policy

To: Health Care Authority – SEBB My Account Application Support

From: Superintendent [Redacted]

SEBB Organization [Redacted]

I, (print name of Superintendent) [Redacted] authorize the appointment and/or removal of the School Employees Benefits Board (SEBB) My Account Administrative role for the following individual(s):

Appointment of SEBB My Account Administrator, if applicable

Name (print first and last) [Redacted]

Email [Redacted]

Signature [Redacted]

Effective date [Redacted]

Removal of SEBB My Account Administrator, if applicable

Name (print first and last) [Redacted]

Email [Redacted]

Effective date [Redacted]

Signature of Superintendent [Redacted]

Date [Redacted]

To ensure the organization's ability to submit and view data, return this form to:
Email a scanned, signed copy to hcasebbsupport@hca.wa.gov

HCA 20-0117 (5/19)

Access Management role can release subscriber accounts for reclaiming.

hca.wa.gov/assets/perspay/20-0117-SEBB-sma-admin-appointment-removal-form-fillable.pdf

Returning Eligible Employees

Benefit elections remain until **December 31, 2021.**

- Plan selections
- Medical FSA/DCAP contributions

Next Open Enrollment (OE): **October 25 – November 22, 2021.**

- New elections effective: **January 1, 2022.**

Changes employees can make all year round

- Enroll or change supplemental LTD, Life and AD&D
- SOE events
- Change employee contributions for HSA

No new elections for employee or worksheet required.

State of Emergency Reminder

- ESSB 6189 still applies to school employees who had eligibility for the employer contribution as of February 29, 2020.
- GovDelivery sent on 20 August 2020.

ESSB 6189 Additional Guidance
Washington State Health Care Authority sent this bulletin at 08/20/2020 03:01 PM PDT
Having trouble viewing this email? [View it as a Web page.](#)

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

Last month, the SEBB Program sent a bulletin about maintaining benefits during the COVID-19 public health emergency. The bulletin informed school districts that—in accordance with [Senate Bill 6189](#)—benefits must be maintained into the 2020-21 school year for employees who had eligibility for the employer contribution toward SEBB benefits as of February 29, 2020. That is the date Governor Inslee declared a state of emergency.

The guidance provided last month has not changed: the protections in SB 6189 continue until Governor Inslee's state of emergency is lifted. The purpose of these protections is to help ensure school employees and their dependents can continue to access quality, affordable health care coverage during the pandemic.

This bulletin provides additional guidance regarding SB 6189 and eligibility as the next school year approaches.

Who does SB 6189 apply to?

The law applies to school employees who had eligibility for the employer contribution toward SEBB benefits as of February 29, 2020.

School employees who gained eligibility for the employer contribution toward SEBB benefits on March 1, 2020, or later are not protected by SB 6189. These employees are subject to regular SEBB eligibility rules.

What are the protections under SB 6189?

SB 6189 ensures continued employer contributions for applicable employees, who otherwise would lose eligibility for the employer contribution under SEBB's regular rules, during the following circumstances directly related to or in response to COVID-19:



Employees not returning next school year Scenarios

Not Returning for Next School Year

Noah: Eligible school employee, working at Granite Falls School District (SD) and is resigning employment effective August 5, 2021.

- Employer contribution towards SEBB benefits will end August 31.
 - Terminate employee's coverage in SEBB My Account (SMA).
 - Complete and provide the C-3 worksheet.
 - SEBB Program will mail *SEBB Continuation Coverage Election Notice*.
 - Booklet includes enrollment forms

Retiring Employee

Tyson: Decided to retire and submits his letter of resignation effective June 17. He is choosing to start receiving his pension benefit July 1, 2021.

- Employer contribution towards SEBB benefits will end June 30.
 - Terminate employee's coverage in SEBB My Account (SMA) .
 - Complete and provide the C-4 worksheet.
 - SEBB Program will mail *SEBB Continuation Coverage Election Notice*.
- Starts pension with Department of Retirement (DRS) on July 1.
- Enrolls in PEBB retiree insurance coverage (*optional*) effective July 1.
 - **60 days** to enroll or defer PEBB retiree coverage

Employees Interested in PEBB Retiree Insurance

Outreach and Training (O&T) is offering monthly PEBB Retiree Insurance webinars.

- Employees can register on the HCA website.
- Access or print the 2021 PEBB Retiree Enrollment Guide
 - www.hca.wa.gov/pebb
- Contact PEBB Customer Service at **1-800-200-1004**.





Transferring Scenarios

Changing SEBB Org

Tyler: Eligible employee this school year at Auburn SD and is enrolled in SEBB Benefits. He informs his benefits administrator he is taking a position with Kent SD starting on September 3, 2021.

- Auburn SD - BA enters a transfer date in SMA of August 31.
- Kent SD – BA enters employee as newly eligible subscriber and is now able to claim their account.
 - Must enter eligibility reason, hire date, and represented fields.
 - No new elections for employee (unless plan is no longer available)
 - Can make new elections during annual OE with changes effective January 1, 2022.

Changing SEBB Org

Ariana: Works for Battle Ground SD and submits her letter of resignation with an effective date of June 15, 2021. She plans to move to Willow Public School (PS) effective July 1, 2021.

- Willow PS determined Ariana eligible on first day of work, July 1
 - Anticipated to be compensated 17 ½ hours in 6 of the last 8 weeks in the school year.
 - Anticipated to work 630 hours next school year.
- Will receive uninterrupted coverage from Battle Ground SD to Willow PS
 - No new elections for employee (unless plan is no longer available)
 - Can make new elections during annual OE with changes effective January 1, 2022.

Changing SEBB Org – Not a Transfer

Sophia: Works for ESD 101 and submits her letter of resignation with an effective date of June 15, 2021. She plans to move and work for Vancouver SD effective July 27, 2021.

- Employer contribution towards SEBB benefits will end June 30, 2021 with ESD 101.
- Vancouver SD determines Sophia is:
 - Not anticipated to be compensated 17 ½ hours in 6 of the last 8 weeks in the school year
 - Not eligible July and August coverage
- Anticipated to work 630 hours next school year
 - Date of eligibility is first day of work



Worked 630th hour in August Scenario


Eligible?

Yes, no, yes, no 😊

Works 630th Hour in August

Kiana: Works for Bremerton SD and was anticipated to only work 550 hours in the school year but reaches 630 hours worked on August 5, 2021.

Anticipated to work 630 hours in the next school year.

- 
- Eligible for benefits effective September 1.
 - She will also be able to make changes during annual OE
 - Changes effective January 1, 2022.

Not anticipated to work 630 hours in the next school year



- Does not become eligible for September coverage

Works 630th Hour in August cont.

Kiana: Works for Bremerton SD and was anticipated to only work 550 hours in the school year but reaches 630 hours worked on August 5, 2021.

- Two-year lookback
 - Worked the past two school years at least 630 hours per year, and
 - Is returning to the same type of position(s) and same SEBB org.
 - Presumed eligible for benefits on September 1.

The SEBB organization may rebut this by notifying the school employee, in writing, of the specific reasons why the employee is not anticipated to work 630 hours in the upcoming school year.



Approved Leave Scenarios

From one school year to the next school year.

Approved Leave- FMLA

Micaela: Eligible employee at Davenport SD.

- Placed on approved FMLA in August of 2021
 - Complete and provide the appropriate C worksheet.
- Approved leave lasts until October 16, 2021
- Anticipated to work 630 hours in new school year (2021-2022)
 - SEBB benefits continue uninterrupted, no new elections
 - No action taken in SMA
 - Can make new elections during annual OE with changes effective January 1, 2022.

Approved Leave- FMLA / PFML

Isabella: Eligible school employee.

- Approved for FMLA and PFML in August of 2021
 - Complete and provide the appropriate C worksheet.
- FMLA lasts until October 30, 2021.
 - PFML continues for another 4 weeks – ending November 27, 2021.
- Goes on approved LWOP.
 - As a result, she is not anticipated to work 630 hours this school year.
 - Coverage terminates November 30, 2021.
 - When PFML ended.



SEBB My Account

Demonstration

Termination of coverage

Terminate coverage no earlier than the month before for employees:

- Leaving SEBB Organization
- Not eligible for next school year

Terminate coverage for employees losing eligibility

- **Before August 12** to be removed from September billing file

Coverage will **not end automatically** on **August 31**.

Provide appropriate C series worksheet.

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Reminders, Tips & Resources

BA Resources

SEBB BA website

- hca.wa.gov/sebb-benefits/admin

Outreach & Training

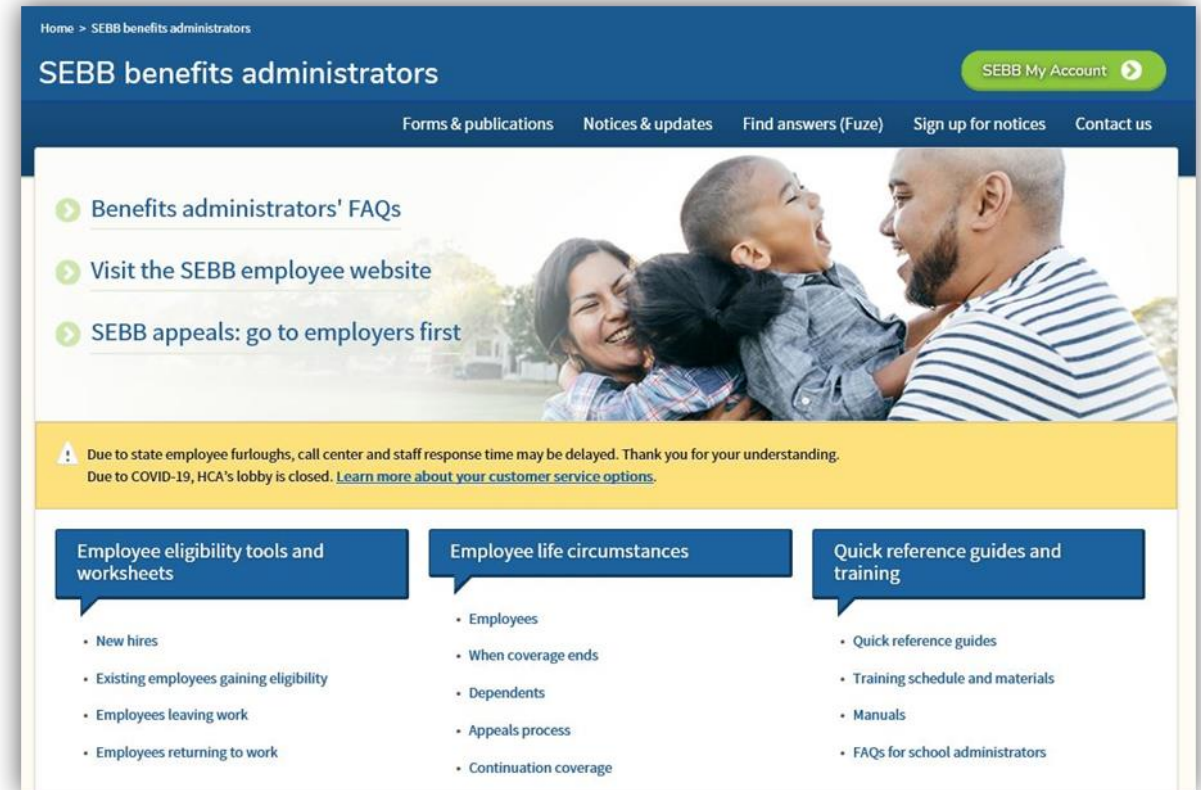
- 800-700-1555 or via FUZE

Register for GovDelivery

- Notices and updates

Register for FUZE

- Find answers (FUZE)
- Secure messaging system

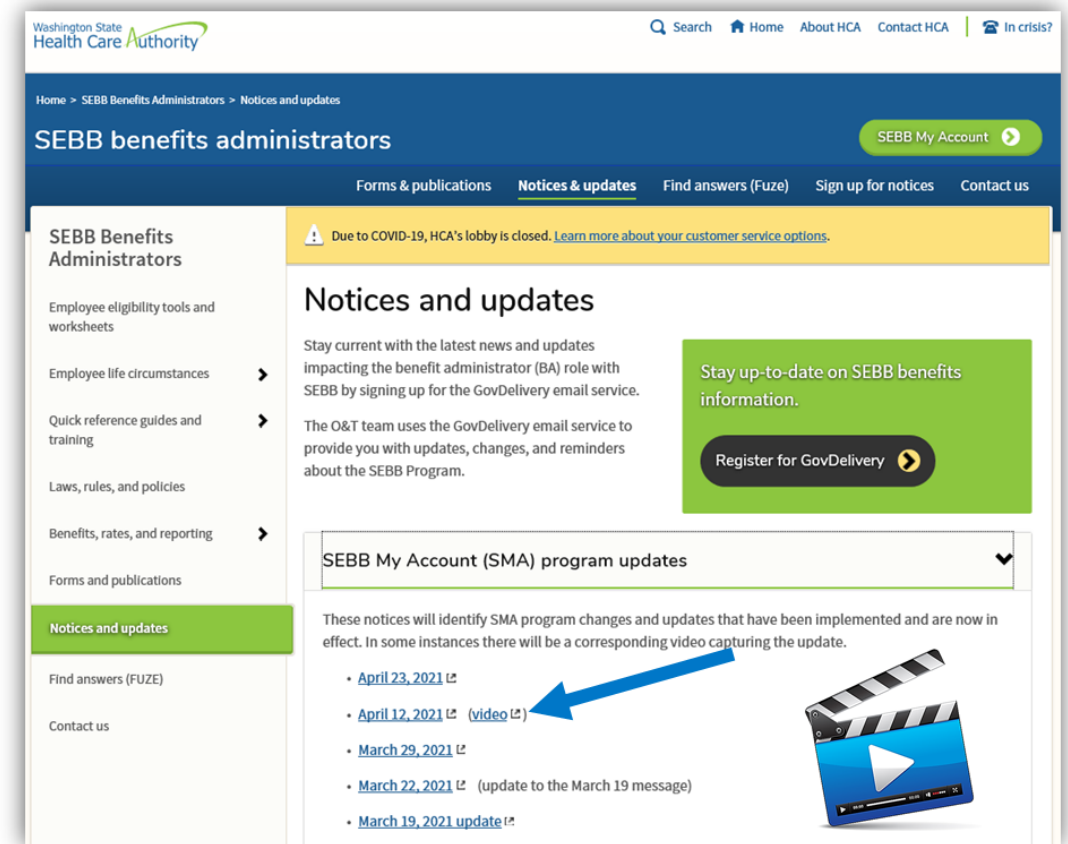


Staying Connected Training videos

O&T is producing short videos that BAs can watch at their own convenience.

- Intended to cover recent updates, changes, and reminders

All recorded videos will be posted to the BA website.



Eligibility Worksheets

BA's can now access "D-1, D-2, D-5" worksheets and watch short videos that cover how to use each worksheet.

- **D-1 Worksheet**
 - *Additional tab for SEBB Org guidance
- **D-2 Worksheet**
- **D-5 Worksheet**

All recorded videos will be posted to the BA website.

"D" series: for employees who are returning to work

Worksheet	If the employee is...
<p><u>D-1</u>: Employee who lost eligibility for the employer contribution due to leaving work on authorized leave without pay (LWOP), worker's compensation, Paid Family and Medical Leave (PFML - which is not concurrent with or overlaps with FMLA), layoff that results in employment ending, active military duty (USERRA), applying for disability retirement or appealing a grievance, and is now returning to work (worksheet pending approval).</p> <p>Watch a video on how to complete the D-1 worksheet.</p>	<ul style="list-style-type: none">• Returning from LWOP but never lost eligibility, they would not receive a worksheet.• Establishing eligibility upon returning to work from LWOP, use the D-2 worksheet. This would apply to employees who did not lose eligibility due to going on LWOP.
<p><u>D-2</u>: Determination if eligibility has been <i>established</i> for an employee (who did not lose eligibility due to going on LWOP) who is returning to work from approved Leave Without Pay (LWOP), worker's compensation, Paid Family and Medical Leave (PFML), layoff the results in employment ending, applying for disability retirement, or active military duty (USERRA). (worksheet pending approval).</p>	<ul style="list-style-type: none">• Returning to work after having lost eligibility due to LWOP, see the D-1 worksheet.
<p><u>D-3</u>: Employee who is returning to work the next school year for the same SEBB Organization and type of position, but is not anticipated to work at least 630 hours in the school year.</p>	<ul style="list-style-type: none">• New hire, use the appropriate A series worksheet.
<p><u>D-4</u>: Employee not currently eligible who is returning to work the next school year for the same SEBB Organization and is anticipated to work at least 630 hours in the new school year or is presumed to eligible due to a two year look back.</p>	<ul style="list-style-type: none">• New hire, use the appropriate A series worksheet.
<p><u>D-5</u>: Employee whose employment ended and lost eligibility, and is returning to work with the same SEBB Organization in:</p> <ul style="list-style-type: none">• The same school year in which their employment ended, or• In the following school year (if their employment ended in August of the previous school year).	<ul style="list-style-type: none">• If employment ended in any month other than August of the previous school year and the employee is rehired in the following school year, see the appropriate A series worksheet.

SEBB Intercom Newsletter May 2021

May Intercom newsletter will be mailed to employees on May 10, 2021.

Articles include:

- Latest on COVID-19
- Medical FSA and DCAP rule changes
- PEBB Retiree insurance coverage
- Naming or updating life and AD&D insurance beneficiaries
- And much more....



Upcoming Webinars – Tentative Dates

- July 9:** Rules and policy changes for new school year
- August 6:** Preparing for start of new school year
- October 1:** Pre-Annual Open Enrollment
- December 10:** Post-Annual Open Enrollment

Where to register:

- hca.wa.gov/sebb-benefits-admins/training-schedule

All webinars are recorded and posted to the BA website.



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!

