



Preparing for the Start of the new School Year

Welcome! Thank you for attending today's webinar

The presentation will begin shortly around 10:05 a.m.

- All attendees are muted. Please do not unmute yourself if the program allows you to.
- Please use the "**Question**" feature to submit a question. Questions will be addressed:
 - During the presentation by topic when appropriate
 - End of the presentation – in summary – as time allows
 - Questions not addressed will be answered via email, phone, or HCA Support
- We apologize if technical issues keep you from participating
- A recording of this webinar will be made available on the SEBB BA website 
- **Closed Captioning is available** – click on "**Show Captions**" at bottom of your screen 
- Please send all employee related questions or scenarios via HCA Support
- **Contact Outreach & Training (O&T) at 1-800-700-1555 for urgent matters**



Preparing for the Start of the new School Year

School Employees Benefits
Outreach & Training
August 1, 2025

Washington State
Health Care Authority

SCHOOL EMPLOYEES BENEFITS BOARD

Agenda

- 1 Actions at the start of each school year
- 2 Newly eligible employees
- 3 Returning eligible employees
- 4 Ineligible or employee's not returning
- 5 Transferring employees
- 6 Troubleshooting Benefits 24/7 Access
- 7 Changes and updates
- 8 Reminders, tips & resources



General Information

School Year: **September 1 - August 31**

Plan Year: **January 1 - December 31**

Sign Up for GovDelivery

GovDelivery emails provide Benefit Admins with updates, changes, and reminders about the SEBB Program.

SEBB Benefits Admin's website

- Notices and updates
 - Register for GovDelivery
 - ☑ SEBB Outreach and Training

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and navigation links for "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The main content area is titled "Notices and updates" and includes a breadcrumb trail: "Home > SEBB benefits administrators > Notices & updates". The text explains that the SEBB Program provides updates to benefit administrators. A prominent blue button with a white arrow and the text "Register for GovDelivery" is highlighted with a yellow border. Below this, there are sections for "SEBB BA latest news" with dropdown menus for "SEBB Program notices" and "Benefits 24/7 updates". At the bottom, there are two boxes: "Related forms and publications" with links to "2024 SEBB Annual CHIPRA Notice Template" and "SEBB Program Informational Materials packet", and "Related links" with links to "FAQs for school administrators" and "ACA and tax-related reporting".

SEBB Annual Open Enrollment

**Monday, October 27, 2025 -
Monday, November 24, 2025**

Use the following “formula to determine SEBB Open Enrollment dates”:

- **First day of Open Enrollment =**
Last Monday in October
- **Last day of Open Enrollment =**
Monday before Thanksgiving

- All forms must be received by the benefits office:
 - No earlier than October 27, 2025
 - No later than November 24, 2025

PEBB Program OE to October 27 - November 24, 2025.



Actions at the start of each school year

School Year: **September 1-August 31**

Organization Profile

Add/update contact information

- Add/Remove contacts
 - Can assign multiple contact types:
 - Benefit Specialist
 - Insurance/Billing
 - LTD
 - Other
 - Payroll
 - Superintendent
- Name, phone # and email address

The screenshot shows a web form for adding or updating contact information. It is divided into three main sections: Billing address, Mailing address, and Shipping address. Each section has a checkbox for 'Same as physical address'. The Mailing address section is expanded, showing input fields for 'Mailing Address line 1*' (containing '2200 M AVE'), 'Mailing Address line 2' (containing 'Unit #, Suite #'), 'City*' (containing 'ANACORTES'), 'State/Province*' (containing 'WA'), 'County*' (containing 'Skagit'), and 'Zip code*' (containing '98221'). At the bottom of the form, there is a 'Notes' text area, a 'Contacts' section with an 'Add contact' button, and two buttons: 'Submit changes' and 'Clear changes'.

Contact information is used by O&T, Accounting, and Customer Service

benefits247.hca.wa.gov/auth

Determining Employee Eligibility

SEBB Organizations should determine employee eligibility **annually** and provide the required notification (if necessary) for SEBB Benefits **before** the start of each school year (**September 1**).

#1

Terminate coverage for employee's ineligible or not returning

**Provide appropriate C series worksheet*

#2

Provide notification to employees returning to work from certain types of leave or due to layoff

**Provide appropriate D series worksheet*

#3

Provide notification to new employees - eligible or not eligible

**Provide appropriate A series worksheet*



Newly eligible employees

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?

Determining eligibility

Newly eligible school employees who are anticipated to work at least 630 hours in the next school year.

- Provide appropriate A series worksheet as written notification
- When anticipating hours for determining eligibility, **include all hours:**

Worked in the capacity as a school employee with the SEBB Organization

Worked from multiple positions (stacking hours) within the **same SEBB Organization.**

Compensated by the SEBB Organization during an approved leave (e.g., sick leave, personal leave, bereavement leave) or a paid holiday

Eligibility Notification

Notification should be provided within a reasonable time frame.

Eligible employees must have **no less than 10 calendar days after** the date of receiving notice to elect coverage.

Examples:

Eligibility Date	31-Day Election Deadline	Notification Date	Minimum 10-Day Election Date
September 3 rd	October 4 th	September 24 th	October 4 th
September 3 rd	October 4 th	September 30 th	October 10 th
September 3 rd	October 4 th	December 3 rd	Error Correction Process

<https://www.hca.wa.gov/sebb-benefits-admins/enrollment/correcting-sebb-organization-errors>

Enrollment process

Newly hired employees who meet the eligibility criteria, have **31-days after** their date of eligibility to complete and submit required enrollment forms indicating their enrollment elections.

- No enrollment elections **until** the date of eligibility has been reached

Example:



Adding Newly Eligible employees

Adding newly eligible employees-**First Day of School**

- Check box will only display with a date of eligibility in the **month of September**
- Coverage is effective the same day if box is checked
- Do not check box if subscribers first day of work is after the first day of school

← Back to search results

Admin Dashboard | Dependent Verification | Special Enrollment Verification | Subscribers | Access | Reports | Profile | Currently managing: ANACORTES SCHOOL DISTRICT 103

ANACORTES SCHOOL DISTRICT 103

Manage Subscribers

Use this section to perform the following actions for subscribers (employees):

- Review your subscriber's current account information and coverage selections.
- View and/or print your subscriber's Statement of Insurance.
- Review your subscriber's enrollment, dependents and benefit elections.

Search by: First Name, Last Name, Last 4 SSN, Full SSN

First name	Middle name	Last name	SSN	Birth date	Member type	Employer name
No records available.						

0 - 0 of 0 items

Add subscriber

SSN*

Date of Eligibility*

Subscriber's first day of work is on or before the first day of school

If a subscriber is entered with a date of eligibility in the month of September, a checkbox will display to attest if employee is eligible on or before the first day of school.

Example: First day of school (8 Sept)

Box checked:

- First day of work between September 1-8, Benefits effective on that day
- First day of work September 9-30, Benefits will start on that day

Box unchecked:

- Benefits effective date is the first of the following month

*WAC 182-31-040(i) If the school employee's first day of work is on or after September 1st but not later than the first day of school for the current school year as established by the SEBB organization, **they are eligible for the employer contribution on the first day of work***

Entering the correct date of eligibility

Eligible employee's first day of work is **March 20**.

- Benefits 24/7 will automatically calculate **April 1** as the effective date

Incorrectly entering an **April 1** date of eligibility

- Benefits will not begin until **May 1**

Important: BA's who discover entering an incorrect date:

1. Unable to correct an incorrect date of eligibility in Benefits 24/7 once submitted.

2. Send O&T a secure message indicating that the date of eligibility needs adjustment.

3. O&T staff will make the necessary adjustments

Adding Eligible employees cont.

Newly eligible employee dashboard

- **Newly Eligible Wizard** –Displays 31-day election period, coverage effective date and available within lower limit
- **Open Enrollment Wizard** will display during OE period
 - Newly eligible wizard **must be completed before** open enrollment wizard for newly eligible employees

Currently managing: Robert Sebb

Dashboard Eligibility Manage Dependents Special Open Enrollment Profile Tobacco Surcharge Attestations Current Coverage Supplemental Benefits

Welcome to PEBA My Account.

This is where you can manage your enrollment in PEBA benefits.

To stay up-to-date on the latest HCA communications, be sure to keep your email address current in your account [profile](#).

BATTLE GROUND SCHOOL DISTRICT 119 Subscriber Dashboard

Welcome, Robert Sebb!

Newly Eligible
04/01/2023 - 05/03/2023
for coverage May 1, 2023

Start Here

Profile
View and manage your contact information

Current Coverage
View or print your current coverage

Special open enrollment and account changes
Request a change due to a qualifying event

- Special open enrollment
- Address change requests
- Report a death or divorce

Manage Dependents
Manage your dependent's information and coverage

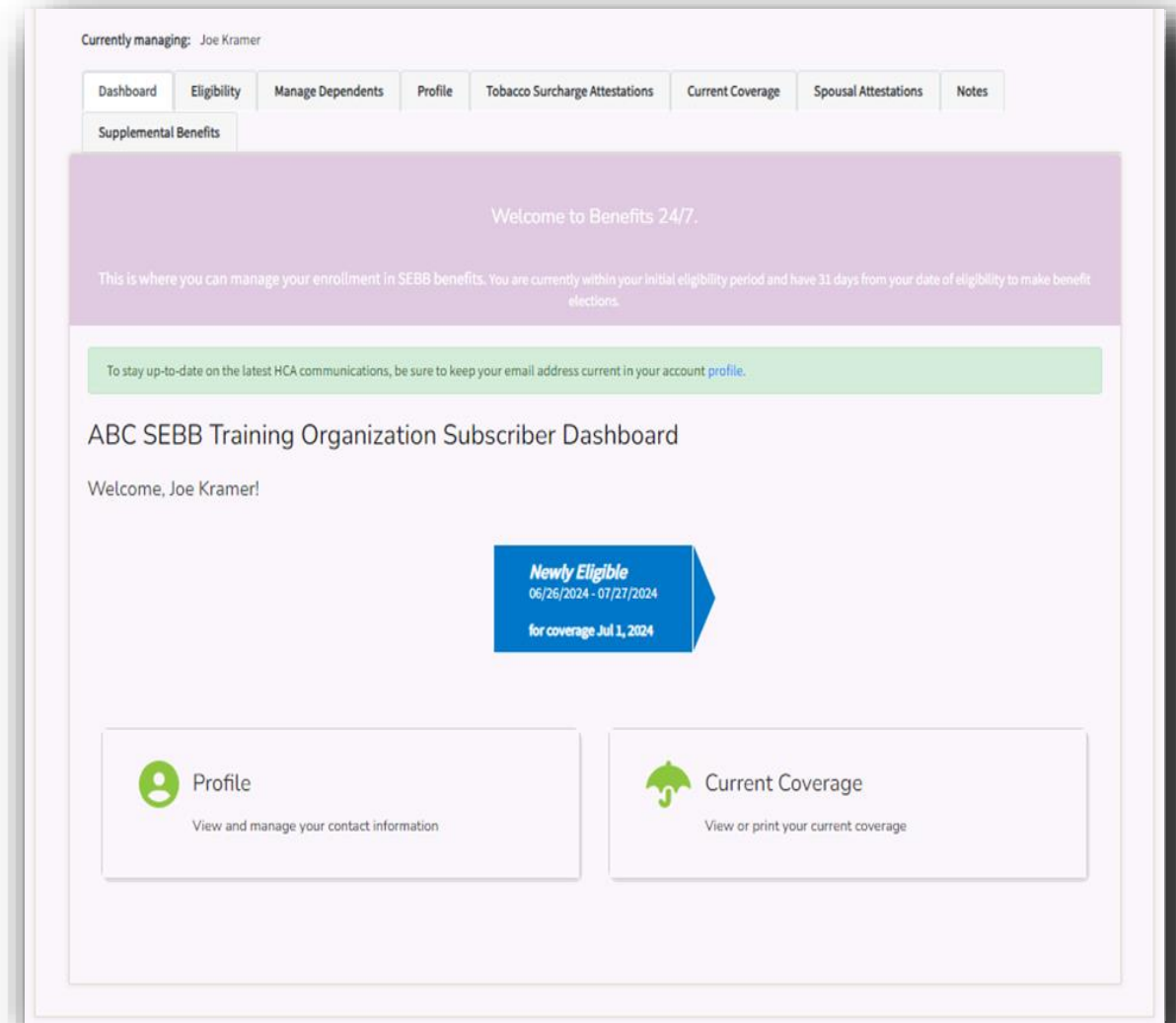
Supplemental coverage
Life, AD&D, LTD, HSA, FSAs, DCAP, SmartHealth

Tobacco Attestations
Update your tobacco attestations

Making elections before coverage date

Current coverage **before** coverage effective date (July 1)

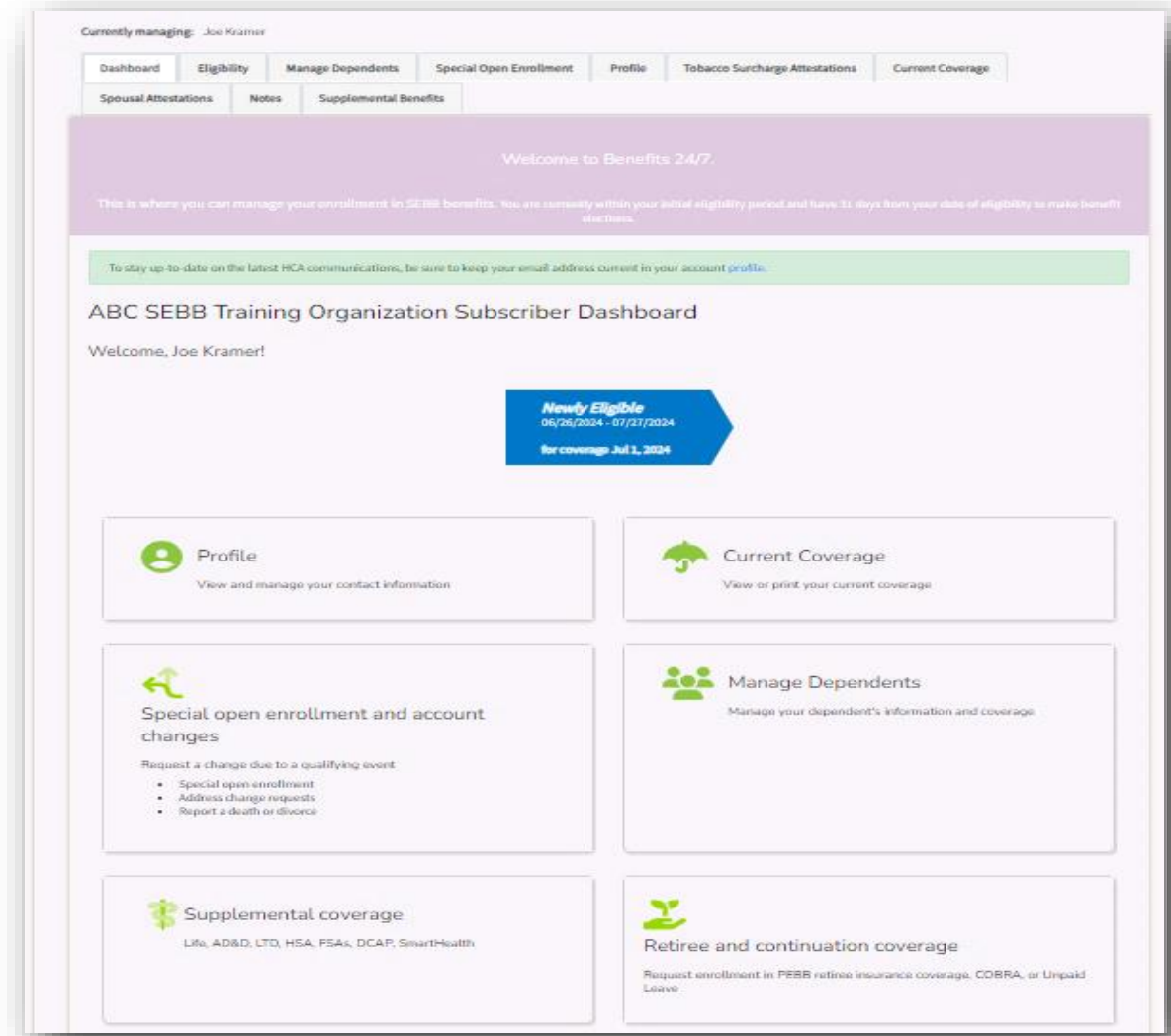
- Newly eligible wizard displays election period and coverage effective date
- Download, print and review summary of coverage elections
- Current coverage will display waived until the effective date is reached
- Profile and current coverage tiles will only display until elections are made



After coverage effective date (July 1)

Current coverage **after** coverage effective date (July 1)

- Newly eligible employees have 31 days to make changes to elections
- Additional tiles available after elections are made using newly eligible wizard
- Current coverage will display elections when the coverage effective date is reached



Hours worked in August

Whether the first day of school is in August or September, if the work is to support the upcoming school year, then the hours should be counted towards the new school year.

Example: *School employee is hired and working in August as part of their contract for the upcoming school year.*

- Hours should count towards the new school year
 - Regardless if the first day of school is in August or September
 - Work is to support the upcoming new school year
 - Hours should not be applied to the current school year

No access to Benefits 24/7?

Newly eligible employees who can not access to Benefits 24/7 may submit forms to their payroll or benefits office.

- **Newly eligible employees-** Submit *2025 School Employee Enrollment form* to their payroll and benefits office

Clear form

HCA | Health Care Authority
School Employees Benefits Board

2025 School Employee Enrollment Form

Use this form only if you are unable to use Benefits 24/7 at benefits247.hca.wa.gov.
The information written on this form replaces all enrollment forms previously submitted. Therefore, you must complete the entire form, including the dependent section for any children you wish to continue to cover. Inaccurate, incomplete, or illegible information may delay coverage.
To make changes, submit the *School Employee Change Form* to your payroll or benefits office.
All members who are eligible for both the SEBB Program and Public Employees Benefits Board (PEBB) Program must choose health plan enrollment through one program. Choosing some plans in both programs is not allowed.
Type or print clearly in blue or black ink and use all capital lettering in the spaces provided. Example: J O H N

Remember to read and sign Section 7.

1 Subscriber

Social Security number _____ Date of birth _____ Sex assigned at birth¹
 Male Female

Last name _____ Gender identity²
 Male Female X

First name _____ Middle initial _____ Suffix _____

Phone number _____ Alternate phone number _____

Street address _____

Address line 2 _____

City _____ State _____

ZIP/Postal code _____ County _____

Mailing address (if different from above) _____

Mailing address line 2 _____

City _____ State _____

ZIP/Postal code _____ County _____

Are you or your dependents enrolled in SEBB or PEBB insurance coverage under another account? Yes No

If yes, please contact your payroll or benefits office for help.

1 This field is required for health care services.
2 Gender X means a gender that is not exclusively male or female. This field is optional and will be kept private to the extent allowable by law. To learn more, visit HCA's website at hca.wa.gov/gender-x.

HCA 20-0055 (8/24) 1 of 12

Enrolled dependents → Newly eligible employee

Enrolled dependents that are now eligible school employees.

- Add as a new subscriber, enter SSN and date of eligibility
- Employees cannot be dual enrolled per WAC 182-31-070
- Dependent's dental and vision coverage will be terminated
- Dependent medical coverage will be terminated if employee elects to enroll in medical coverage as a subscriber
 - Employee may waive medical to continue dependent medical coverage

The subscriber has SEBB dependent enrollments for medical, dental and vision and cannot be dual enrolled per WAC 182-31-070. The dependent dental and vision coverage will be terminated on the date defined in the WAC shown above (Generally, the last day of the month prior to subscriber benefits beginning). Medical coverage will be terminated if subscriber elects to enroll in medical coverage (or defaults due to not electing.)

I have read and understand the information provided above.

Submit

Cancel

SOE not required to remove dependent



Returning eligible employees

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?

Returning Eligible Employees

Benefit Elections

- Benefit elections remain the same until **December 31, 2025**
 - Plan selections
 - FSA/DCAP contributions
 - HSA contributions
 - **No eligibility worksheet required!**

Annual Open Enrollment

- Next Annual Open Enrollment (OE): **October 27, 2025 - November 24, 2025**
- Enrollment changes and forms must be submitted no later than the last day of annual open
- Changes are effective **January 1** of the following year

Note: PEBB Program is moving OE to October 27 - November 24, 2025.

Changes that can be made anytime

Change employee's or dependent's name or address
(Updated by BA)

Change employee's email address or phone number
(Updated by employee)

Remove a dependent from coverage when they lose eligibility
(Submit SOE Event)

Apply, cancel, change coverage amounts, and update beneficiary information for supplemental life and AD&D insurance
(EOI may be required)

Reduce coverage level, decline coverage, or enroll in employee-paid LTD insurance
(Enrolling may require EOI)

Start, stop, or change the employee HSA contribution or change HSA beneficiary info

Change tobacco use premium surcharge attestation
(Updated by employee)

Sign up to receive SEBB program email subscription service using B24/7

Worksheet Scenarios

Employment Ends:

Month of May.
Loses eligibility May 31.

Month of August.
Loses eligibility August 31.

Rehired:

September of the
new school year.

September of the
new school year.

Worksheet:

Provide appropriate A-series
worksheet due to being more
than a month's break in
coverage.

Provide D-5 worksheet.
If determined to be eligible,
employee is re-enrolled with no
new elections.

Reminder: Worksheets are not required for returning employees who are:

- Eligible last year and remain eligible for the new school year
- Not eligible last year and will not be eligible for the new school year

Worksheet Scenarios: Two Year Lookback

Previous school year Eligibility

Worked at least 630 hours in previous school year

Did not work at least 630 hours in previous school year

Anticipated Eligibility for new school year:

Not anticipated to work at least 630 hours in the new school year

Anticipated to work at least 630 hours in the new school year

Worksheet:

Provide D-3 worksheet.

Provide D-4 worksheet.

D-3 Worksheet Scenario

The employee is not eligible for the employer contribution. The SEBB Organization rebuts a presumption of eligibility due to the following specific reasons why the school employee is not anticipated to work at least 630 hours in the current school year.

- If the employee is currently enrolled in SEBB benefits, their coverage will end. They may be eligible for continuation of coverage* benefits. After listing the specific reasons below, continue with #3 of this worksheet.
- If the employee is not currently enrolled in SEBB benefits, they will remain unenrolled. After listing the specific reasons below, continue with skip to section 6 of this worksheet.

Reasons:

--	--

D-3 includes space to provide reasons why employee does not meet 2-year lookback.



Ineligible or employee's not returning

WAC 182-31-030 SEBB Organizations **must routinely monitor all school employees work hours** to establish eligibility and maintain the employer contribution toward SEBB benefits.

WAC 182-31-050 When does eligibility for the employer contribution for school employees benefits board (SEBB) benefits end?

Terminating coverage

When to terminate employee coverage

- Terminate coverage **no earlier than the month of coverage ending** for employees:
 - Leaving SEBB Organization
 - Not eligible next school year
- **Example:**
 - Last day: **August 10**
 - Enter term date: No earlier than **Aug 1**
- Provide appropriate C series worksheet

Employees losing eligibility at the end of the school year

- Terminate coverage
 - **Before August 12 cut off date** to be removed from September billing file
 - **Coverage will not end automatically** at the end of each school year (**August 31**)
 - Provide appropriate C series worksheet

Terminating employee

Search for employee

- Eligibility Tab
 - Terminate/Transfer employee field
 - Enter termination reason
 - Enter termination effective date as the **last day worked**

Currently managing: Jesse James

Dashboard | Eligibility | Manage Dependents | Profile | Tobacco Surcharge Attestations | Current Coverage | Spousal Attestations | Notes

Supplemental Benefits

Manage eligibility information

Last name* First name* Middle name SSN*

Suffix Birth date* Sex assigned at birth* Gender identity*

Eligibility reason* Date of Eligibility*

Employee monthly gross salary Wellness participant:

Is this employee represented?* Is this employee Yes*

Eligible for PEBB Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason	Termination effective date *	Benefit End Date
<input type="text" value="Employment Endi"/>	<input type="text" value="07/15/2024"/>	<input type="text" value="07/31/2024"/>

Are you sure you want to terminate coverage for this member? If this member is the primary subscriber on an account their dependent's coverage will be terminated as well.

If this subscriber/account was terminated in error and needs to be re-enrolled without a break in benefits, add the subscriber again using an eligibility date that is the first of the month following the benefit end date.

+ Medicare enrollment information

+ Contact information

@ 📞 📱

Confirmation Message
Are you sure you want to terminate coverage for this member? If this member is the primary subscriber on an account, their dependent's coverage will be terminated as well.

Terminating employee- Incorrect term date

Search for employee

- Manage subscriber
 - Add employee as new subscriber
 - Enter SSN and new date of eligibility
 - Record found that can be re-enrolled-
 - Click Claim
- Update employee information
 - Click Submit
- Terminate employee with correct termination date

Currently managing: Hector Ramos

Dashboard Eligibility Manage Dependents Special Open Enrollment Profile Tobacco Surcharge Attestations Current Coverage

Spousal Attestations Notes Supplemental Benefits

Manage eligibility information

Last name* First name* Middle name* SSN*

Ramos Hector 0 888-88-9221

Suffix Birth date* Sex assigned at birth* Gender identity*

JR, SR 09/22/1990 Male Male

Eligibility reason* Date of Eligibility*

Newly Eligible Member 03/04/2024

Employee monthly gross salary

\$3,000.00

Is this employee represented? Is this employee...

No Yes*

Eligible for PEBB Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason	Termination effective date *	Benefit End Date
Employment Endi	07/01/2024	07/31/2024

Are you sure you want to terminate coverage for this member? If this member is the primary subscriber on an account their dependent's coverage will be terminated as well.

+ Medicare enrollment information

+ Contact information

Confirmation Message
If this subscriber/account was terminated in error and needs to be reenrolled without a break in benefits, add the employee again using the eligibility date that is the first of the month following the benefit end date.

If this subscriber/account was terminated in error and needs to be re-enrolled without a break in benefits, add the subscriber again using an eligibility date that is the first of the month following the benefit end date.

Terminating employee- Employee never eligible

Search for employee

- Eligibility Tab
 - Terminate/Transfer employee field
 - Enter Termination reason "Employee never eligible"
 - Submit changes
 - Benefit End Date auto populates
 - **Example:**
 - Date of Eligibility: July 1
 - Benefit End Date: August 1

Currently managing: Johnny Hancock

Dashboard Eligibility Manage Dependents Special Open Enrollment Profile Tobacco Surcharge Attestations Current Coverage

Spousal Attestations Notes Supplemental Benefits

Manage eligibility information

Last name* Hancock First name* Johnny Middle name W SSN* 888-77-6655

Suffix JR, SR Birth date* 03/05/1990 Sex assigned at birth* Male Gender identity* Male

Eligibility reason* Newly Eligible Member Date of Eligibility* 07/01/2024

Employee monthly gross salary Wellness participant: No

Is this employee represented?* Is this employee locally eligible?*
 Yes* No*

Eligible for PEBS Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason	Benefit End Date
Employee never el	08/01/2024

Are you sure you want to terminate coverage for this member? If this member is the primary subscriber on an account their dependent's coverage will be terminated as well.

If this subscriber/account was terminated in error and needs to be re-enrolled without a break in benefits, add the subscriber again using an eligibility date that is the first of the month following the benefit end date.

+ Medicare enrollment information

This process can also be used to correct an incorrect date of eligibility.

When coverage may end earlier

Employees who reached 630 hours in the school year will maintain coverage through the end of the school year. (**August 31**)

- Employees not working during the summer will maintain coverage

Employer contribution for SEBB Benefits may end earlier if:

Employment relationship is terminated

Revised work pattern and no longer anticipated to work 630 hours during the school year.

Employee returns from approved LWOP, maintained or established eligibility, has a change in work pattern, had the work pattern been in effect at the start of the school year, would NOT have resulted in being anticipated to work 630 hours.

Eligible employee hired late in the year has a change in work pattern and is no longer eligible under WAC 182-31-040 (4)(c)(i/ii).

Eligible employee hired late in the year and eligible under WAC 182-31-040 (4)(c), who is no longer anticipated to work 630 hours the next school year.

SEBB Organizations should not terminate SEBB benefits for non-payment!

hca.wa.gov/sebb-benefits-admins/eligibility/when-eligibility-benefits-ends



Transferring employees

WAC 182-30-080 When must a newly eligible school employee, or a school employee who regains eligibility for the employer contribution, elect school employees benefits board (SEBB) benefits and complete required forms?

Transfers

Benefit Administrators who are **uncertain** if an employee is eligible for SEBB Benefits at the gaining SEBB organization should:

- Terminate employee
 - Enter termination reason and termination effective date
 - Gaining SEBB Organization can claim account

Currently managing: April Benes

Dashboard Eligibility Manage Dependents Special Open Enrollment Profile Tobacco Surcharge Attestations Current Coverage Supplemental Benefits

Manage eligibility information

Last name* Benes First name* April Middle name A SSN* 555-67-6677

Suffix JR, SR Birth date* 09/22/1998 Sex assigned at birth* Female Gender Identity* Female

Eligibility reason* Newly Eligible Member Date of Eligibility* 03/31/2023

Employee monthly gross salary \$6,000.00 Hire date* 03/31/2023 Wellness participant: No

Is this employee represented? No Is this employee locally eligible? No

Eligible for PEBB Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason Employment Ending Termination effective date* 05/01/2023

Are you sure you want to terminate coverage for this member? If this member is the primary subscriber on an account their dependent's coverage will be terminated as well.

Submit changes

+ Medicare enrollment information

+ Contact information @ 📞 📱

+ Residential address 🏠

+ Mailing address 🏠

Submit Cancel

Transferring - Benefits

Transfer

- **Month or less**
 - Benefits remain unchanged
 - Unless medical plan not available in new SEBB org county

Termed

- **Month or more**
 - Benefits don't continue
 - Make new benefits selections

Changes

- **Annual Open Enrollment**
- **Special Open Enrollment**

Transfers (cont'd)

Benefit End Date

- Enter the date benefits end
 - Benefits eligible through August 31st
 - No coverage July/August
 - Don't enter 1st of a month
 - Incorrect end date

Currently managing: Willard Smith

Dashboard Eligibility Manage Dependents Special Open Enrollment Profile Tobacco Surcharge Attestations Current Coverage Supplemental Benefits

Manage eligibility information

Last name* Smith First name* Willard Middle name P SSN* 111-11-1212

Suffix JR, SR Birth date* 09/25/1968 Sex assigned at birth* Male Gender Identity* Male

Eligibility reasons* Newly Eligible Member Date of Eligibility* 03/01/2023

Employee monthly gross salary \$6,000.00 Hire date* 03/01/2023 Wellness participant: No

Is this employee represented? Yes Effective start date* 03/01/2023 Is this employee locally eligible? No

Eligible for PEBS Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason Transfer Transfer Date * 05/16/2023

Submit changes

Terminate/Transfer subscriber:

Termination/Transfer Reason Transfer Transfer Date * 05/16/2023

Submit changes Cancel transfer



Troubleshooting Benefits 24/7 Access

Employee Access

Releasing/Unlock employee account

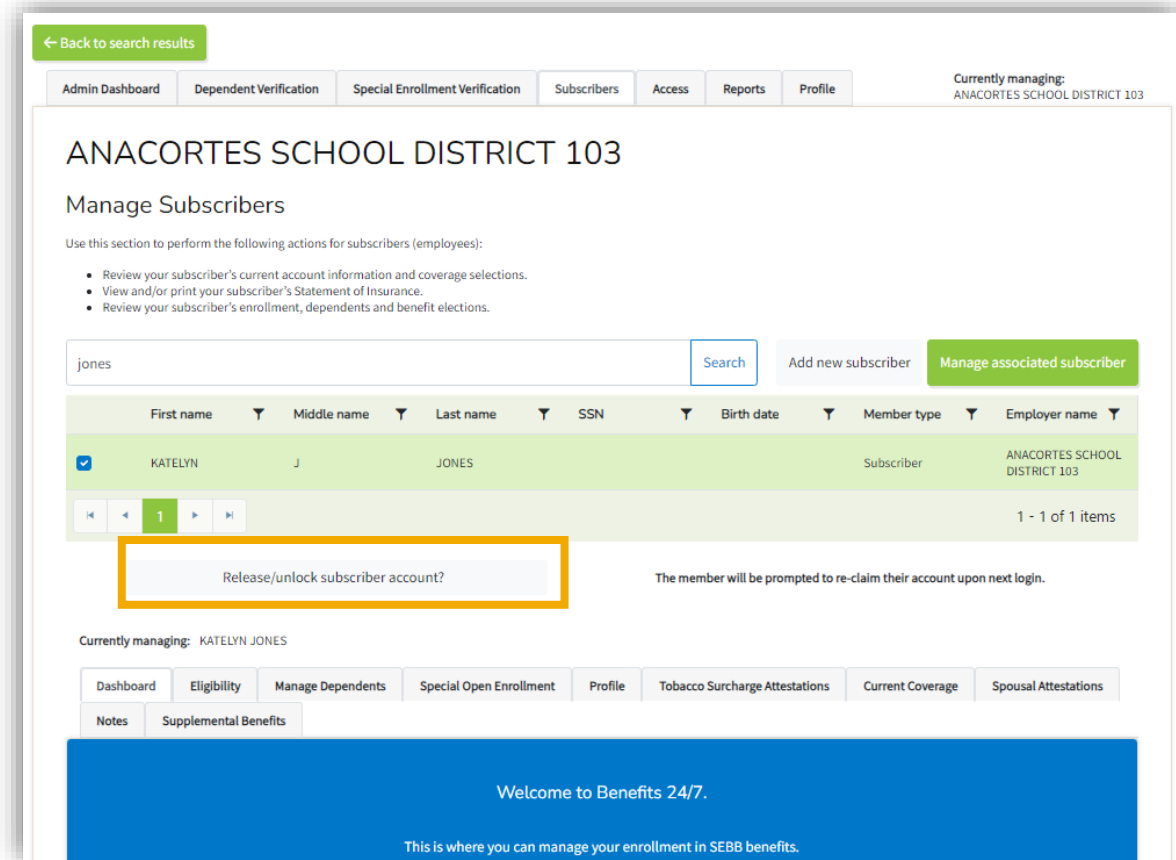
Release/Unlock employee account

- **Step 1**-Check box next to name
- **Step 2**-Click Manage Associated employee

Used to release previously tied employee SAW account

Used when employee has forgotten answers to security questions

- Verify employee information



← Back to search results

Admin Dashboard | Dependent Verification | Special Enrollment Verification | Subscribers | Access | Reports | Profile | Currently managing: ANACORTES SCHOOL DISTRICT 103

ANACORTES SCHOOL DISTRICT 103

Manage Subscribers

Use this section to perform the following actions for subscribers (employees):

- Review your subscriber's current account information and coverage selections.
- View and/or print your subscriber's Statement of Insurance.
- Review your subscriber's enrollment, dependents and benefit elections.

jones

	First name	Middle name	Last name	SSN	Birth date	Member type	Employer name
<input checked="" type="checkbox"/>	KATELYN	J	JONES			Subscriber	ANACORTES SCHOOL DISTRICT 103

1 - 1 of 1 items

The member will be prompted to re-claim their account upon next login.

Currently managing: KATELYN JONES

Dashboard | Eligibility | Manage Dependents | Special Open Enrollment | Profile | Tobacco Surcharge Attestations | Current Coverage | Spousal Attestations

Notes | Supplemental Benefits

Welcome to Benefits 24/7.
This is where you can manage your enrollment in SEBB benefits.

Benefits 24/7 employee login assistance phone number 1-866-335-0043.

benefits247.hca.wa.gov/auth

Employee Troubleshooting Tips

Visit the help with Benefits 24/7 webpage.

- Get started
 - Create SecureAccess Washington (SAW) account
 - Log in to Benefits 24/7
- Help with my login
- How do I enroll when newly eligible?

Security questions must have a minimum of four characters

Benefits 24/7 employee login assistance phone number 1-866-335-0043.

hca.wa.gov/employee-retiree-benefits/help-benefits-24/7

Washington State Health Care Authority

Search In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > Employee and retiree benefits > Help with Benefits 24/7

Help with Benefits 24/7

Benefits 24/7 is our new online benefits enrollment system that replaced PEBB My Account and SEBB My Account. Your enrollment information will transfer from PEBB My Account and SEBB My Account.

Benefits 24/7 follows the Americans with Disabilities Rehabilitation Act (ADA) and Website Content Accessibility Guidelines (WCAG) 2.0.

On this page

- What can I do in Benefits 24/7?
- Get started
- Help with my login
- How do I enroll when newly eligible?
- Sign up for email subscription service

What can I do in Benefits 24/7?

Use Benefits 24/7 to enroll in coverage, verify your dependents, attest to premium surcharges, make changes due to a life event, view your coverage elections, make open enrollment changes, apply for continuation coverage or PEBB retiree insurance coverage, and defer retiree insurance coverage.

How do I change my address?

- **Employees:** Contact your payroll or benefits office.
- **Retirees and continuation coverage subscribers:** Send us a secure message or call 1-800-200-1004 (TRS: 711).

Workday users continue to use Workday

Benefits 24/7 is not available to Pierce County, Washington State University, and University of Washington employees. Please use Workday.
Exception: You can use Benefits 24/7 to request to enroll in PEBB retiree insurance coverage.

Get started

Use these steps to set up your Benefits 24/7 account.

- Things to know before you register
- Create a SecureAccess Washington (SAW) account

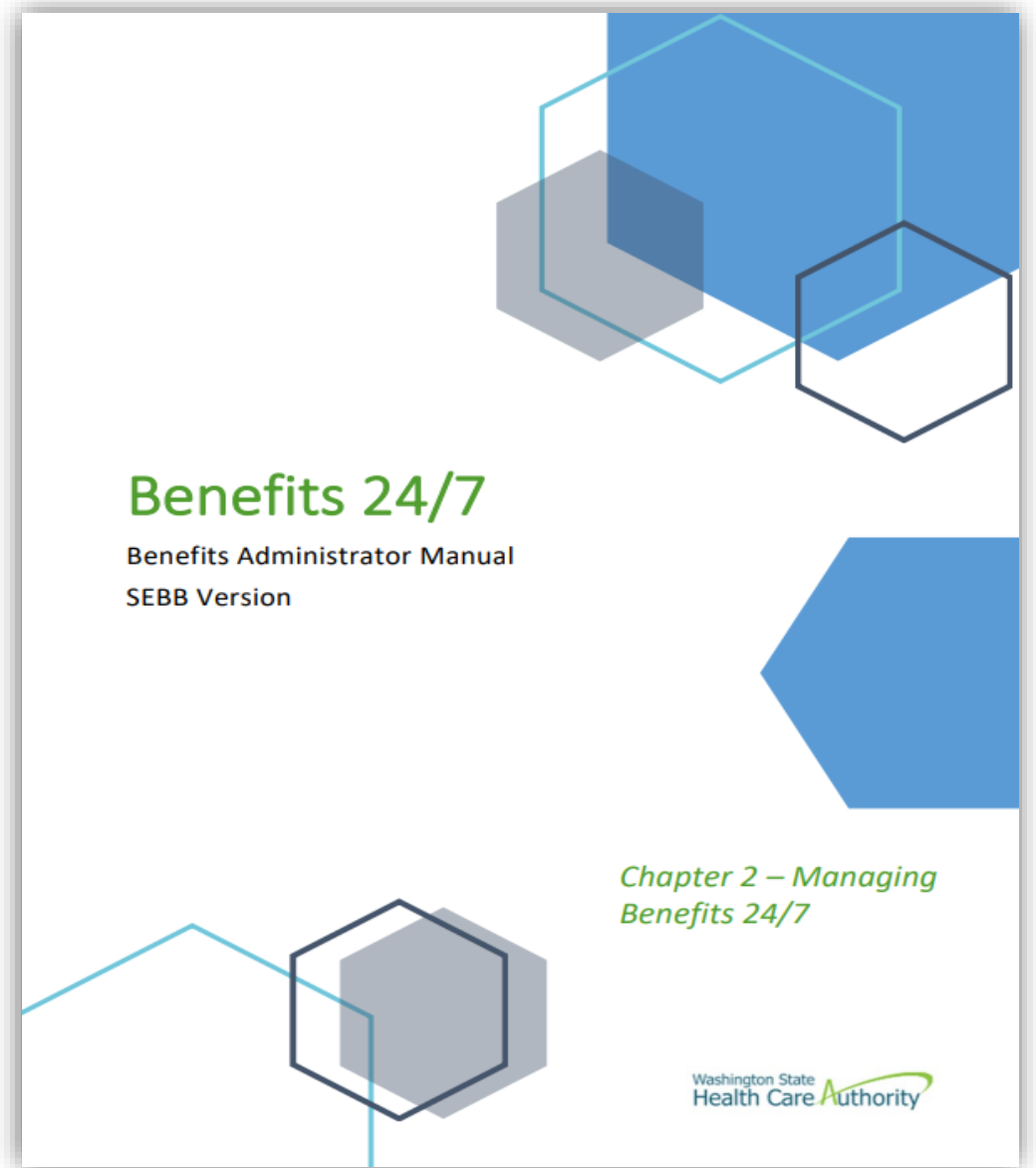
Manage your benefits year-round

Log in to Benefits 24/7

Troubleshooting Benefits 24/7

Benefits 24/7 BA Manual Chapter 2

- Need instructions on Troubleshooting employee access
 - Employee attempting to claim their account for the first time: **Page 13-14**
 - Releasing an old SAW account for an employee: **Pages 15-16**



Releasing an employee account requires Benefits 24/7 Admin access.

hca.wa.gov/assets/perspay/sebb-b247-chapter-2.pdf



Changes and updates

SEBB Program changes

- Employer base rate increasing to \$1,307 effective September 1st
- UMP Plus plans
 - No longer available on December 31, 2025
 - Default plan – UMP Achieve 2
- Enhanced employer paid long-term disability (LTD) benefit
 - Increases from \$400 to \$450 per month
 - Possible rate reduction for employee paid benefits
- New behavioral health toolkit
 - <https://www.hca.wa.gov/sebb-benefits-admins/sebb-benefits/medical#behavioral-health-services>



SEBB Program changes cont'd

- New Collective Bargaining Agreement FSA benefit
 - Negotiated for all qualifying employees effective January 2026
 - \$200 employer paid FSA contribution
 - Under HCA's authority; administered by Navia
 - Doesn't include DCAP
 - Enrolling in FSA not required
- Eligibility
 - SEBB benefits eligible position on January 1 and enrolled in medical
 - \$40,000 or less annual earnable compensation in the previous fiscal year (Reported to DRS)
 - Not enrolled in a high-deductible medical plan



SEBB Program changes cont.

- If employee already has an FSA account
 - \$200 contribution will be added to existing account
 - Not counted toward maximum election amount
- Toolkit
 - Outreach to employees
 - Shareable messages, new hire letter, debit card flyer, video, and FAQ
 - Will be available on the BA website



Reminders, tips & resources

Benefit Admin Resource

SEBB Benefits Administrator website

- Eligibility, Enrollment, Benefits, Administrative tools and resources, and Training Resources

Contact Outreach & Training

- **1-800-700-1555**
- Online via **HCA Support** secure messaging system
 - support.hca.wa.gov/hcasupport

The screenshot shows the Washington State Health Care Authority website. At the top, there is a search bar and navigation links for "In a crisis?" and "Login". Below the header, there are menu items: "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The main content area is titled "SEBB benefits administrators" and includes a breadcrumb trail "Home > SEBB benefits administrators". The page features several sections with icons and call-to-action buttons: "Eligibility worksheets Forms and Publications HCA Support (submit a question)" with a person at a computer icon; "Eligibility" with a person-to-person icon and a button "Learn about eligibility and find resources."; "Enrollment" with a person carrying a bag icon and a button "Learn about the enrollment process."; "SEBB benefits" with a person holding an umbrella icon and a button "Explore SEBB benefits."; and "Administrative tools and resources" with a person holding a wrench icon and a button "Find tools and resources to help you administer benefits." The footer of the screenshot shows the Washington State Health Care Authority logo and the text "SCHOOL EMPLOYEES BENEFITS BOARD".

Benefit Admin Resource

SEBB Benefits Admin Training Submit training request using HCA Support Inquiry

- Attn: Training Request
- Provide dates & times available, how many hours and subjects

Benefits 24/7, Benefits Admin website and HCA Support application overview and Q&A

Welcome to the Washington State Health Care Authority support portal. Please select the option below that best describes you.



Public inquiry



Agency to agency inquiry

I am a resident of Washington agency. I am making a request

[View login instructions](#)



I work for a state agency or for a state contractor. I am making a request

I am a(n):

- Active employee of a Washington State agency that uses WaTech's Office 365 managed services.
- PEBB benefits administrator and I am making a request related to my work with HCA.

Note: If you are a SEBB benefits administrator or your agency does not use WaTech's Office 365 managed service, please use the public login.

[View login instructions](#)

2025 HCA In-Person Benefits Fairs (Western Washington)

Date	Time	Location	Address
October 27, 2025/ Monday	10:00 am- 4:30 pm	Olympia	Department of Labor and Industries L&I Headquarters Bldg 7273 Linderson Way SW, Tumwater, WA 98501
October 29, 2025/ Wednesday	10:00 am- 4:30 pm	Vancouver	Clark College Gaiser Hall 1933 Fort Vancouver Way, Vancouver, WA 98663
November 3, 2025/ Monday	10:00 am- 4:30 pm	Federal Way	Highline College Student Union Bldg (Bldg 8) 2400 S 240 th St, Des Moines, WA 98198
November 4, 2025/ Tuesday	10:00 am- 4:30 pm	Bremerton	Olympic College College Instruction Center (Bldg 7) 1600 Chester Ave, Bremerton, WA 98337
November 5, 2025/Wednesday	10:00 am- 4:30 pm	Port Angeles	Red Lion Main Bldg 221 N Lincoln, Port Angeles, WA 98362
November 10, 2025/ Monday	10:00 am- 4:30 pm	Tacoma	Clover Park Technical College McGavick Conference Center 4500 Steilacoom Blvd SW, Lakewood, WA 98499
November 12, 2025/ Wednesday	10:00 am- 4:30 pm	Seattle (North)	Edmonds College Woodway Hall (Bldg 26) 20000 68 th Ave W, Lynnwood, WA 98036
November 13, 2025/ Thursday	10:00 am- 4:30 pm	Bellingham	Bellingham Public Schools 1985 Barkley Blvd, Bellingham, WA 98226
Note: 10-4:30 PM PEBB/SEBB Employees/Retirees, Carrier presentation will be held throughout the Benefit fair.			

2025 HCA In-Person Benefits Fairs (Eastern Washington)

Date	Time	Location	Address
October 28, 2025/ Tuesday	10:00 am- 4:30 pm	Pasco	Columbia Basin College Hawk Union Bldg (H Bldg) 2600 N 20 th Ave, Pasco, WA 99301
October 29, 2025/ Wednesday	10:00 am- 4:30 pm	Yakima	Yakima Valley College Conference Center W Nob Hill Blvd & S 16 th Ave, Yakima, WA 98902
October 30, 2025/ Thursday	10:00 am- 4:30 pm	Wenatchee	Wenatchee Convention Center Wenatchee Community Center 121 N Wenatchee Ave, Wenatchee, WA 98801
November 4, 2025/ Tuesday	10:00 am- 4:30 pm	Spokane	Spokane Falls Community College Student Union Bldg 17 3410 W Whistalks Way, Spokane, WA 99224
November 5, 2025/ Wednesday	10:00 am- 4:30 pm	Cheney	Eastern WA University Hargreaves Hall 526 5 th St, Cheney, WA, 99004
November 6, 2025/ Thursday	10:00 am- 4:30 pm	Pullman	City of Pullman Parks & Recreation Center Bldg B 190 SE Crestview St, Pullman, WA 99163

Note: 10-4:30 PM PEBB/SEBB Employees/Retirees, Carrier presentation will be held throughout the Benefit fair.

Upcoming Webinars



October 10: SEBB Pre Open Enrollment (OE) Webinar 2025

October 17: SEBB FSA and DCAP OE webinar 2025

Where to register:

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

All webinars are recorded and posted to the BA website.

- hca.wa.gov/sebb-benefits-admins/training-materials-and-recordings

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 HCA Support request
- Employee specific questions or scenarios should be sent through HCA Support request

After the webinar, participants will receive a follow up email that includes a brief survey. We would appreciate your feedback.

Thank you for participating!

