Preparing for the Upcoming School Year

School Employees Benefits Outreach & Training
August 2020
Today’s Agenda

1. Recent SEB Board Meetings
2. Returning Employees
3. Newly Eligible Employees
4. Annual Open Enrollment
5. Reminders, Tips & Resources
Recent SEB Board Meetings

hca.wa.gov/about-hca/school-employees-benefits-board-sebb-program/meetings-and-materials
Employee Eligibility: Two Year Look Back

A school employee is presumed eligible if:

• Worked the past two school years
• For the same SEBB Organization
• At least 630 hours per year, and
• Returning to the same type of position(s)
  • Ex. Teacher, para-educator, food service worker, custodian, etc.

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.
Two Year Look Back

Two resolutions were presented to the SEB Board

- **SEBB 2020-09**
  - Attempted to clarify on what type of position means
    - To count as the same type of position, both the type of work and the work pattern (consistent schedule compared to an intermittent schedule) must be similar between positions or combinations of positions from one year to the next

SEB Board did not pass this resolution

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.
Two Year Look Back

Two resolutions were presented to the SEB Board

• **SEBB 2020-10**
  • Attempted to add clarification for 2019-20 school year
    • For purposes of this policy only, a SEBB Organization must count the 2019-2020 school year as having met the 630 hours requirement if the school employee (a) worked at least 630 hours during the 2019-20 school year or (b) worked at least 500 hours between September 1, 2019 and March 16, 2020.

SEB Board did not pass this resolution
Employee Eligibility: Two Year Look Back

A school employee is presumed eligible if:

• Worked the past two school years
• For the same SEBB Organization
• At least 630 hours per year, and
• Returning to the same type of position(s)

Reminder - all hours for which a school employee receives compensation during an approved leave (e.g., sick leave, personal leave, shared leave) or a paid holiday must be included when determining eligibility. (SEBB Resolution 2020-01)
Returning employees
ESSB 6189 – COVID-19

Due to Governor’s declared State of Emergency, **school employees** eligible for the employer contribution towards SEBB benefits as of February 29, 2020 will **maintain their eligibility** under the following circumstances:

- During any school closures or **changes in school operations** for the school employee
- While the school employee is quarantined, or required to care for a family member who is quarantined
- To take care of a child when the child’s school or day care facility is closed, or when their regular child care provider is unable to provide services
ESSB 6189 - Impacts to Eligibility

School employees eligible for the employer contribution towards SEBB benefits as of February 29, 2020 will maintain their eligibility until the State of Emergency ends.

- Benefits should be maintained into the next school year
  - Regardless if the employee would have been determined eligible
    - Unless the employment relationship has been terminated
- GovDelivery message sent on 7/29/2020

https://content.govdelivery.com/accounts/WAHCA/bulletins/297edca
Returning Eligible School Employees

Benefits will continue uninterrupted from one school year to the next if:

• Enrolled in SEBB Benefits at the end of the school year,
• Determined to be eligible for the next school year, and
• Returning to the same SEBB Organization

New elections can be made:

• During Annual Open Enrollment, or
• Experience a Special Open Enrollment event (SOE)

No change to eligibility status, no notification is required
Returning to Work D-Series Worksheets

D-1 Worksheet – School employee who lost eligibility for the employer contribution due to leaving work on approved leave without pay, worker’s compensation, Paid Family and Medical Leave (PFML), layoff, or active military duty (USERRA) and is now returning to work.

D-2 Worksheet – Provides notification of eligibility for an employee who was not determined to be eligible earlier in the school year and is now returning to work from approved leave.
D-Series Worksheets

D-3 Worksheet – School employee 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.

D-4 Worksheet – School 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 eligible due to a two year look back.

D-3 includes space to provide reasons why employee doesn’t meet two year lookback.
Newly Eligible Employees
Determining Eligibility

Employee is anticipated to work at least 630 hours in the school year

• Include all hours:
  • Worked within your SEBB Organization
  • Worked from multiple positions (stacking) within your SEBB Org
  • Compensated by the SEBB Org while out on leave or a paid holiday

• Provide applicable A series worksheet
Adding Newly Eligible Employees in SMA

Two ways to add into SEBB My Account

• Manually enter each employee
• Upload an Eligibility File

Only add **eligible** employees

• Not already in SMA
• Add them as a new subscriber prior to their date of eligibility
Eligibility File Upload

The eligibility file is a bulk upload for **newly eligible employees**

- Specific file specifications
  - [hca.wa.gov/assets/perspay/SMAAppendix.pdf](https://hca.wa.gov/assets/perspay/SMAAppendix.pdf)
- Upload on Eligibility File tab in SMA
  - Will receive error notification if employee file did not upload
    - Do not include employees already entered in SMA
Newly Eligible Employees

Have 31 days from their date of eligibility to complete enrollment

• Will not be able to make enrollment elections until they reach their date of eligibility
  • Ex. Employee’s date of eligibility is 9/1/2020
    • Employee can setup their SMA login prior to 9/1
    • Beginning 9/1, employee can begin their enrollment process
      • Add dependents
      • Upload documents
      • Make plan elections
    • Have until 10/2 to complete enrollment elections
      • Will default if enrollment hasn’t been completed
Transferring Employees

Benefits will continue uninterrupted if:

• Moving from one SEBB Organization to another
• Within the same or following month, and
• Anticipated to be eligible for the employer contribution

Employees will not make new elections

• Unless health plan is unavailable.

Add school employee in SMA as a new subscriber
Transferring Employees

Adding a newly eligible employee who has been transferred or terminated by previous SEBB Org in SMA
Transferring Employees

Adding a newly eligible employee who has been transferred or terminated by previous SEBB Org in SMA
Transferring Employees

Adding a newly eligible employee who has not been transferred or terminated in SMA

Add subscriber

⚠️ Record found that cannot be automatically transferred

Coffee, Delicious, 236589745
Agency: TUMWATER SCHOOL DISTRICT 033

Please contact the organization listed to have the employee’s record ended with a ‘Transfer Out’ reason code.

X Cancel

Coming Soon – Ability to run report for a list of Benefit Administrators
Enrolled Dependents – Newly Eligible

Enrolled dependents now eligible school employees

- Enter into SEBB My Account - Add New Subscriber
- SMA will term the dependent’s dental & vision coverage
- SOE not required to remove dependent
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Annual Open Enrollment
Annual Open Enrollment (OE)

Next Open Enrollment: October 26 – November 23, 2020

• New elections effective January 1, 2021

Changes employees can make during OE:

• Change medical, dental and vision plans
• Enroll eligible dependents
• Enroll after waiving medical coverage
  • Does not require proof of other coverage
• Waive medical coverage
  • If enrolled in other employer based medical insurance, TRICARE or Medicare
Annual Open Enrollment (OE)

Next Open Enrollment: October 26 – November 23, 2020

- New elections effective January 1, 2021

Changes employees can make during OE:

- Enroll/re-enroll in Medical Flexible Spending Arrangement (FSA)
- Enroll/re-enroll in Dependent Care Assistance Program (DCAP)
- Attest to Spouse or state-registered domestic partner coverage
  premium surcharge
  - If required

Reminder: Tobacco attestation can be done at any time
Optional Benefits – HB 2458

GovDelivery went out on June 22

- Clarifies which optional benefits SEBB Orgs can provide
- Which benefits cannot be provided
- Authorizes SEB Board to study and offer additional benefits

content.govdelivery.com/accounts/WAHCA/bulletins/292168f
Optional Benefits – HB 2458

During ‘20-‘21 and ‘21-‘22 school years, SEBB Organizations can offer the following optional benefits:

- Emergency transportation
- Identity protection
- Legal aid
- Long-term care insurance
- Noncommercial personal automobile insurance
- Pet insurance
- Specific disease, illness-triggered, hospital confinement, or other fixed payment insurance
- Travel insurance, and
- Voluntary employee’s beneficiary association (VEBA) accounts

content.govdelivery.com/accounts/WAHCA/bulletins/292168f
Reminders, Tips & Resources
Reminders

Enter first day of school for the next school year

• Do this ASAP if not already done

Terminate employees losing eligibility

• Prior to August 12th to be removed from September Billing File

Enter newly eligible employees

• Prior to September to allow full 31 day enrollment window

Update Employee’s addresses in SMA

• Newsletter will be sent out around start of school year & prior to Annual Open Enrollment
SMA Actions

Enter first day of school
  • Complete ASAP!
  • Every year by August 1

Update Contacts
  • Benefits Specialist
  • Payroll
  • Insurance/Billing
  • Superintendent
Add/Remove BA Admins

Admin Appointment/Removal Form

• Forms & Publications page of BA website
• Submit via FUZE for O&T to process

Admin’s can add BAs to Edit, Finance, & Read-Only access
• No signed form required

Don’t forget to add Access Management role to disassociate subscriber accounts!
Reminders – Life Insurance

MetLife sending postcards as reminder to add beneficiaries

Beneficiary action required!
Ensure your life insurance proceeds benefit your loved ones.

Navigating life together
SMA User Guide

Provides guidance to **employees** on:

- How to use SMA
- Enrolling in benefits
- Uploading required documentation

hca.wa.gov/assets/pebb/sebb-my-account-user-guide.pdf
Benefit Administrator Training

To submit request for training

• Outreach & Training
  • FUZE
  • 1-800-700-1555
Upcoming Webinars

**August 14:** Understanding Error Correction

**August 28**: SEBB Rules Updates

How to register: hca.wa.gov/sebb-benefits-admins/training-schedule

* Registration is not yet posted for August 28th
Questions & Answers

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 email, phone, 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!