



Preparing for the Upcoming School Year

School Employees Benefits
Outreach & Training
August 2020

Washington State
Health Care Authority

SCHOOL EMPLOYEES BENEFITS BOARD

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, the SEBB Organization must count the 2019-2020 school year as having met the 20 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

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
- 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

 Transfer record found

Pie, Cheeseburger, 857459685

[▶ Claim](#)[✕ Cancel](#)

Transferring Employees

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

Add subscriber

Last name*	First name*	Middle name	SSN*
<input type="text" value="Pie"/>	<input type="text" value="Cheeseburger"/>	<input type="text"/>	<input type="text" value="857459685"/>
Suffix	Birth date*	Birth sex*	
<input type="text" value="JR, SR"/>	<input type="text" value="06/03/1964"/>	<input type="text" value="Male"/>	

Phone numbers are used by HCA and health plan carriers to contact subscribers to resolve issues and provide customer support.

Home phone number	Work phone number
<input type="text"/>	<input type="text"/>

Eligibility reason*	Date of Eligibility*
<input type="text"/>	<input type="text" value="09/01/2020"/>

Eligibility Type*	Employee monthly salary	Hire date*
<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

Is this employee represented?*
<input type="text" value="No"/>

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.

✕ 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

Add subscriber

This subscriber has existing SEBB coverage as a dependent. Enrolling this subscriber will automatically replace existing dental and vision coverage once effective date is reached. Subscriber may waive medical if choosing to continue medical coverage under a different SEBB subscriber.

Continue

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

You have existing medical coverage under another subscriber. Electing medical coverage will replace existing medical coverage once effective date is reached.

▶ Continue

✕ Cancel



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:

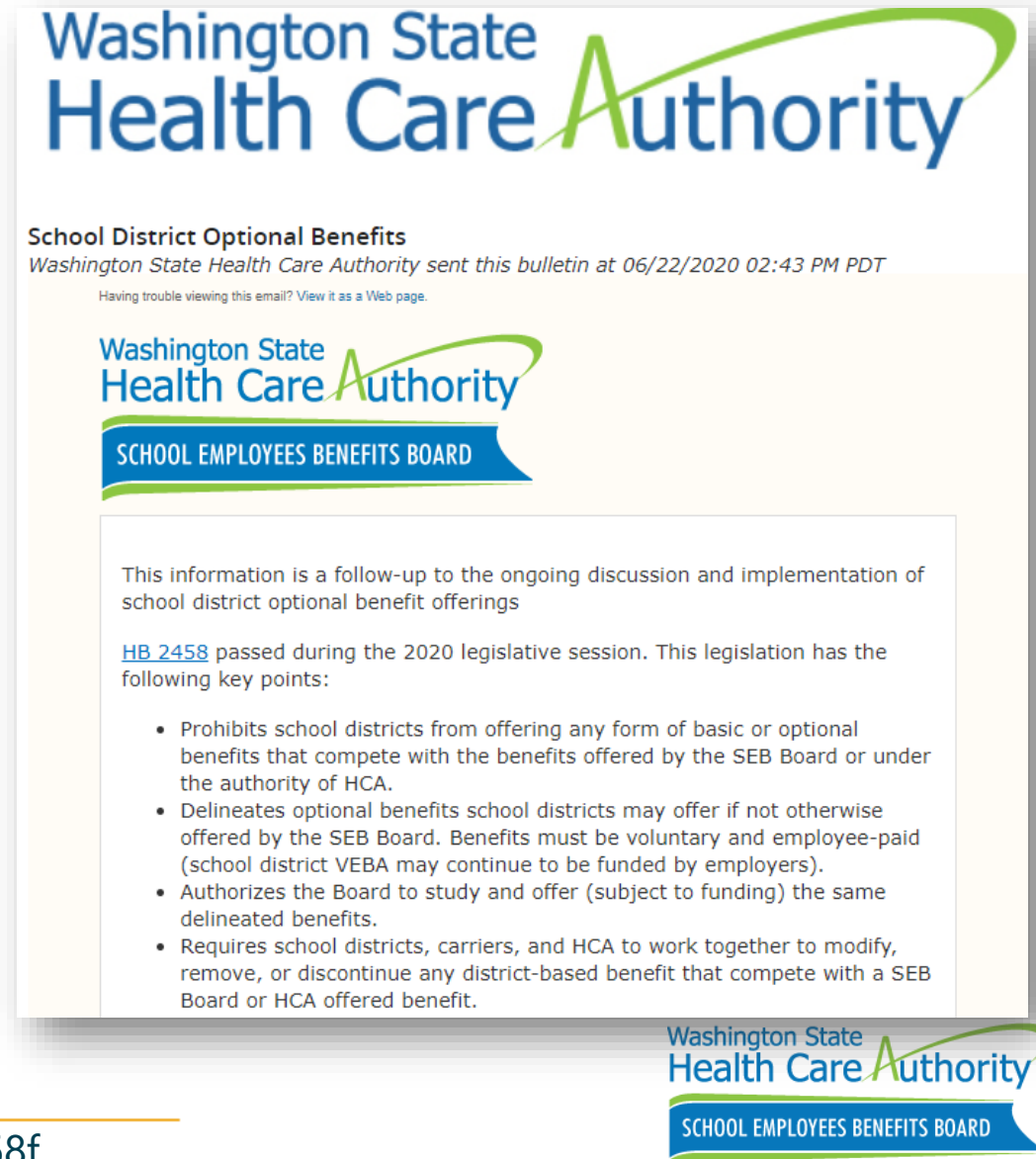
- Enroll/re-enroll in Medical Flexible Spending Arrangement (FSA)
- Enroll/re-enroll in Dependent Care Assistance Program (DCAP)
- Attest to Spouse or state-registered domestic partner coverage premium surcharge
 - If required

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



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



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

Admin Dashboard Subscribers Access 3rd Party Access API Access Dependent Verification SOE Verification Organizations Reports Account Correction Settings

Organization profile

You can use this section to update organization profile information to include contacts. Please keep contact information current to ensure HCA can reach appropriate personnel to disseminate information and resolve any issues.

OSPI district number* 34033 Federal tax ID number* 910936197 HCA code* 600D39

SEBB organization name TUMWATER SCHOOL DISTRICT 033

Effective date* 01/01/2019 Termination date mm/dd/yyyy First day of school* 09/09/2019

Physical Address line 1* 419 LINWOOD AVE SW

Physical Address line 2 Unit #, Suite #

City* TUMWATER State/Province* WA County* Thurston Zip code* 98512-8499

☒ Same mailing/shipping/billing address

Notes:

Contacts [+ Add contact](#)

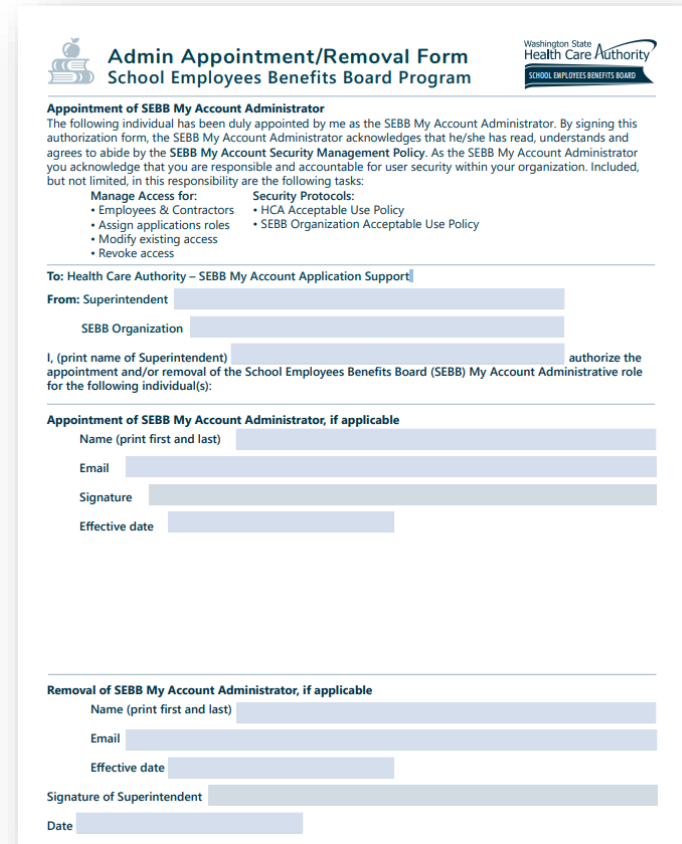
Add/Remove BA Admins

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



The form is titled "Admin Appointment/Removal Form" and "School Employees Benefits Board Program". It includes the Washington State Health Care Authority logo. The form is divided into two main sections: "Appointment of SEBB My Account Administrator" and "Removal of SEBB My Account Administrator, if applicable".

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:	Security Protocols:
• Employees & Contractors	• HCA Acceptable Use Policy
• Assign applications roles	• SEBB Organization Acceptable Use Policy
• Modify existing access	
• Revoke access	

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]

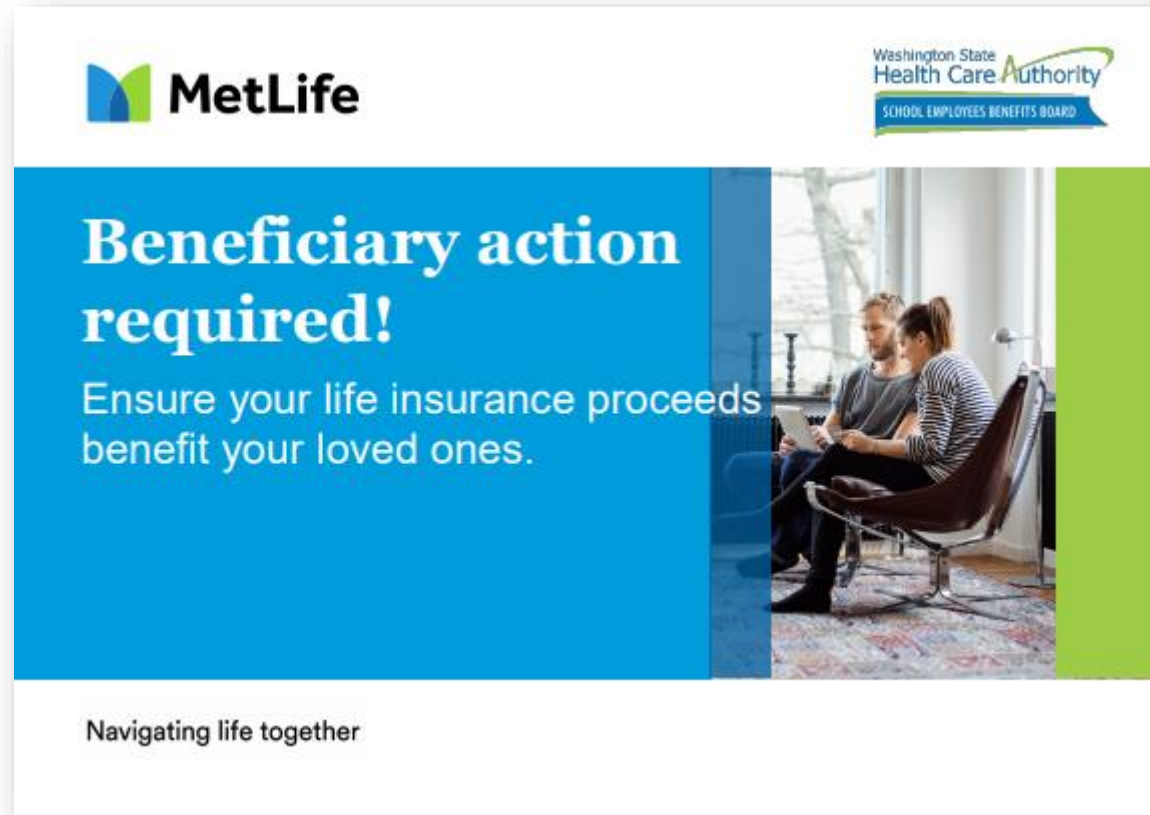
Removal of SEBB My Account Administrator, if applicable

Name (print first and last) [Redacted]
Email [Redacted]
Effective date [Redacted]
Signature of Superintendent [Redacted]
Date [Redacted]

Don't forget to add Access Management role to disassociate subscriber accounts!

Reminders – Life Insurance

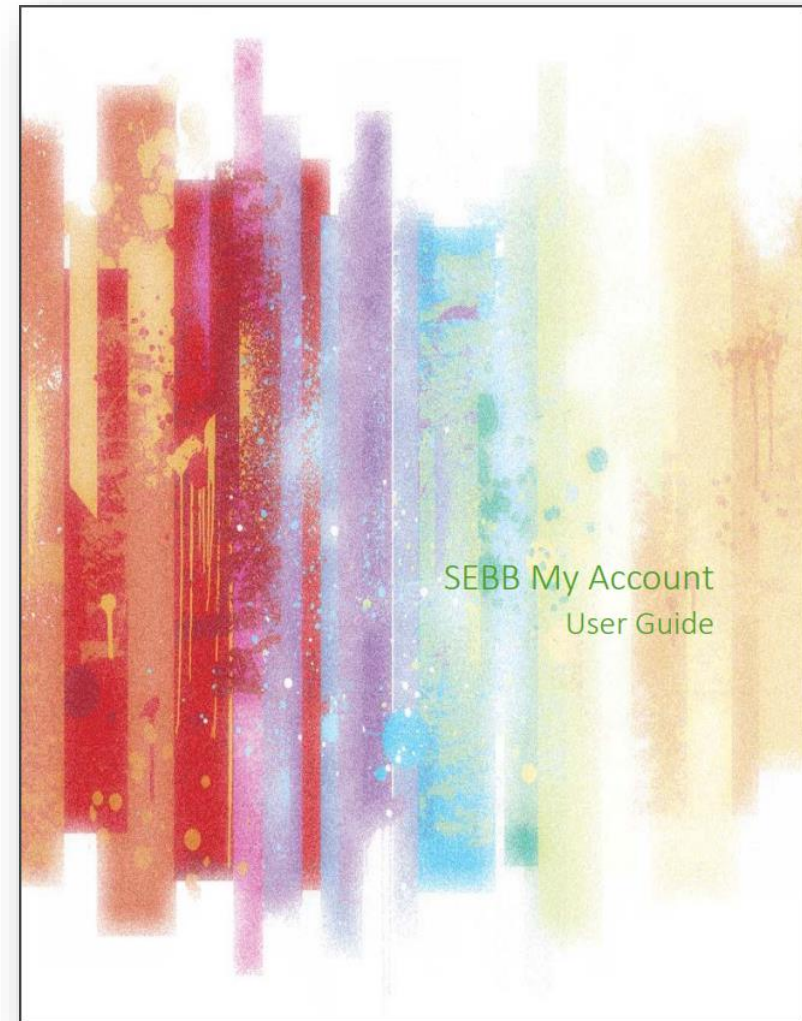
MetLife sending postcards as reminder to add beneficiaries



SMA User Guide

Provides guidance to **employees** on:

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



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!

