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.
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, please send via FUZE
- For urgent matters, contact Outreach & Training (O&T) at 1-800-700-1555
Review of Updated SEBB WAC’s and Policies

School Employees Benefits Outreach & Training
August 2020
Agenda

1. SEBB Program Policy Updates
2. WAC Updates
3. SEBB Program Benefit Updates
4. Reminders, Tips & Resources
The School Employees Benefits Board (SEB Board) has approved changes to policies effective September 1, 2020 and changes to benefits effective January 1, 2021.

O&T will offer another webinar in September to discuss the SEBB annual open enrollment and benefit changes.

- Annual open enrollment is October 26 through November 23, 2020.
Providing a Notice to a School Employee

Employee’s eligible for benefits must have no less than 10 calendar days after the date of notice to elect coverage.

Policy 11-1 & WAC 182-31-030
Scenario

An employee’s date of eligibility is September 1, 2020.

• When does the employee’s initial enrollment period end?
  • October 2, 2020

They are not notified of their eligibility until September 25, 2020.

• How many days will the employee now be offered to elect benefits beginning September 25, 2020?
  • At least a ten-day enrollment period, until October 5, 2020.

Reminder: Date of notice does not determine effective date of coverage
Verifying Dependent Eligibility Before Enrollment

Proof of a marriage or state registered domestic partnership (SRDP) still being valid can be from the last 6 months.

- Previously 2 months
- Examples of proof documents include:
  - Bank statement
  - Utility bill
  - Insurance policy card
  - Lease agreement
Verifying Dependent Eligibility Before Enrollment

Employees moving from the Public Employee Benefits Board (PEBB) Program to the SEBB Program and who request to enroll eligible, extended or disabled dependents, who have previously been verified under the PEBB Program

- Dependent verification (DV) documents will not be required
- SEBB Program will use DV data verified by the PEBB Program
- **Does not automatically occur**
Verifying Eligible Dependents from PEBB

Employees will inform BA if dependents were previously enrolled and verified in the PEBB Program.

- SMA does not communicate with the PEBB Pay1 system.

BA sends FUZE to O&T with employee and dependent’s info.

- Full name, DOB, and SSN

O&T verifies employee’s dependent in the PEBB Program.

O&T updates in SMA to reflect dependent as verified.
Special Open Enrollment (SOE) Matrix

SOE Event #13 - Gain or lose eligibility for Medicaid or CHIP

- Changed “entitled” to “enrolled”
- An employee **may not waive** enrollment in SEBB medical when they or their dependent enroll in or lose eligibility for Medicaid or CHIP.

Addendum 45-2A & WAC 182-31-080
WAC 182-32-2020

Appealing a decision made by a SEBB Org about eligibility, premium surcharges or enrollment in benefits
Appealing a decision made by a SEBB Org

SEBB Organizations who fail to render a written decision within **30 days** of receiving a written request for administrative review

- Employee sends request for a brief adjudicative review to SEBB Appeals Unit
  - No later than **30 days** after the date the request for administrative review was deemed denied
Appeals Process
For SEBB Organizations

1. Employer denies enrollment/eligibility

2. Employee submits a Request for Review/Notice of Appeal form to their organization no later than 30 days after the date of denial. Form is available at the SEBB website.

3. Employer completes sections 4-6 (as applicable) of the Request for Review/Notice of Appeal form and provides a copy to the employee within 30 days of the date of the request for review. Section 6 must be completed by a staff person not involved in the initial decision. A copy is also provided to the:
   - Organization administrator or designee

4. If the employee does not agree with the agency’s final decision, they have 30 days from the date of the agency decision to complete sections 7-9 (as applicable) of the Request for Review/Notice of Appeal form and submit it to the SEBB Appeals Unit.

5. A Presiding Officer will generally issue a written initial order within 10 business days of receiving the Request/Notice of Appeal form. A written response will be sent to the employee.

6. If the employee does not agree with the written initial order, they have 21 days from the date the initial order was issued to request further review by a review officer. The request for review must be provided using the contact information included in the initial order.

7. The SEBB review officer will issue a final order generally within 20 days of the date of the initial order or of the date the request for review was received. A copy of the final order is mailed to all parties.

WAC 182-31-110

What options are available if a school employee is approved for the Federal Family and Medical Leave Act (FMLA) or the Paid Family and Medical Leave Program? (PFML)
Employees on approved leave under PFML may continue to receive the employer contribution toward SEBB benefits.

- PFML must run concurrent with FMLA for at least one day for the employee to remain eligible for the employer contribution.

**Reminder:** Employment security department (ESD) is responsible for determining employee eligibility for the PFML program.
SEBB Program Benefit Updates
Local Negotiations Eligibility Update

SEBB Organizations engaging in local negotiations regarding eligibility for school employees under RCW 41.05.740(6)(e) shall negotiate within the range of anticipated to work hours described below:

• No less than 180 hours per school year; and

• **But less** than the threshold to meet the SEB Board’s eligibility established pursuant to RCW 41.05.740(6)(d).

• SEBB resolution 2020-04
Eligibility Update

Employees who establish eligibility for the employer contribution towards SEBB benefits during the month of August:

• Benefits begin on September 1
  • Employees must be eligible for the employer contribution for the new school year that begins on September 1.

• Applies to current employees who reach 630 hours in August
  • Does not apply to new employees

SEBB resolution 2020-05
Scenario

Fred reaches 630 hours on August 12, 2020. Fred is also determined to be eligible for benefits for the 20-21 school year.

- Fred’s benefits would be effective September 1, 2020

Sam reaches 630 hours on August 2, 2020. Sam is not determined benefit eligible for the 20-21 school year.

- Sam remains ineligible, no worksheet required.
- Keep in mind, the 630 hours Sam worked this year, will count towards the two year look back rule.
Reminders, Tips & Resources
Paid Leave and Holiday Pay

**Reminder:** All hours for which an 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.
Leave Without Pay (LWOP)

Reminder: School employees who return from approved LWOP will maintain or establish eligibility for the employer contribution if:

• Work schedule would have resulted in the employee being **anticipated to work 630 hours** to meet SEBB eligibility **at the start of the school year**

• Date of eligibility is the date they **return from approved leave**

• Coverage is effective the first day of the month following the return to work
New Report in SMA

Benefit Admin Contact List

- Helpful when an employee is a transfer and they have not been transferred out by their old district.
Benefit Admin Contact List - Report

### Reports

Select a report from the drop down list to assist in benefit administration for your organization's subscribers.

**Select a report**

- Benefit Admin Contact List

**Run report**

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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
FUZE Tips

When sending FUZE messages, please remember the following:

• Include full details, including your SEBB Org, in the message
  • Employee first and last name
  • DOB
  • 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
• Please do not reply to FUZE once your issue has been resolved
Resources

SEBB BA website
  • hca.wa.gov/sebb-benefits/admin

Outreach & Training
  • 1-800-700-1555
  • FUZE secure messaging system

SEB Board
  • https://www.hca.wa.gov/employee-retiree-benefits/about-sebb
GovDelivery

Sign up for Outreach & Training notices via GovDelivery
Upcoming Webinars

September 28 – SEBB Annual Open Enrollment & Benefit Changes

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

All recorded webinars are posted to the BA website

- Presentations can also be found here

https://www.hca.wa.gov/sebb-benefits-admins/training-materials
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 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!