

## Preparing for the start of the new 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.



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## Preparing for the start of the new school year

### Addressing questions during the webinar

- Please use the "Question" 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**



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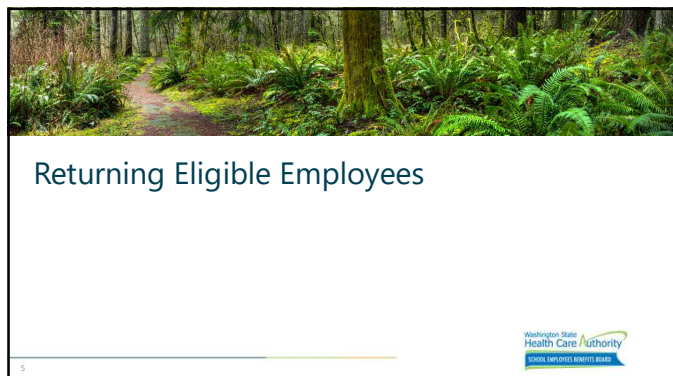
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## Agenda

- |                            |                               |
|----------------------------|-------------------------------|
| ① Returning Employees      | ⑤ Appeals                     |
| ② Newly Eligible Employees | ⑥ SMA Changes/Updates         |
| ③ Transferring employees   | ⑦ Reminders, Tips & Resources |
| ④ Employees not returning  |                               |



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### Returning Eligible Employees

Benefits 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

**No change to eligibility status**

- No worksheet notification required

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### Returning Eligible Employees cont.

Benefit elections remain in effect going into the new school year.

- No new plan selections
- No changes to 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
- Submit special open enrollment (SOE) events
- Change employee contributions for Health Savings Account (HSA)

New LTD election changes during OE coming up effective January 1, 2022.

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### 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 section 6 of this worksheet.

Reasons:

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

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## D-4 Worksheet Scenario

Tanya worked for Tumwater SD in the 20-21 school year as a paraeducator and was not benefit eligible. Tanya is returning to Tumwater SD for the 21-22 school year and is anticipated to work at least 630 hours in her same position as a paraeducator.

- Add Tanya as a newly eligible employee.
- Complete and provide the D-4 worksheet.

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## D-5 Worksheet Scenarios

Employee Ends Employment:	Employee Rehired:	Worksheet:
Month of August. Loses eligibility August 31.	September of new school year.	Use the D-5 worksheet. If determined to be eligible, benefits are reinstated with no new elections.
Month of November. Loses eligibility November 30.	December of the same school year and is determined to be eligible.	Use the D-5 worksheet. Employee will be reinstated in coverage due to having less than a month's break in coverage.
Month of November. Loses eligibility November 30.	April of the same school year and is determined to be eligible.	Use the D-5 worksheet. Employee will receive new elections due to having more than a month's break in coverage.
Month of May. Loses eligibility May 31.	September of the new school year.	Complete the appropriate A series worksheet due to being more than a month's break in coverage.

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## Newly Eligible Employees

Eligibility and notification requirements.

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## Determining Eligibility and Effective Dates.

- GovDelivery sent on June 29, 2021.

Determining Eligibility and Effective Dates  
Washington State Health Care Authority sent this bulletin at 06/29/2021 09:00 AM PST  
www.wahealthcareauthority.org/bulletins



SCHOOL EMPLOYEES BENEFITS BOARD

### Determining the eligibility and effective dates of benefits

At the beginning of the school year, determining the effective date of benefits can be different than the rest of the year. The employee has two dates that you must determine: (1) the date of eligibility, and (2) the effective date of benefits.

- The date of eligibility is typically the first day the employee begins work. This is the date that starts the 30-day clock for the employee to choose benefits.
- The effective date is the date the benefits begin.

#### Employees who become eligible for benefits in August

Employees whose first day of work is in August, regardless of when the first day of school is, benefits begin September 1. Employees:

- The employee's first day of work is August 23. The first day of school is August 23. Benefits begin September 1.
- The employee's first day of work is August 23. The first day of school is September 7. Benefits begin September 1.

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## Determining Eligibility

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

- When anticipating work hours, include all hours:
  - Worked in the capacity as an employee with the SEBB Organization
  - Worked from multiple positions (stacking hours) within the same SEBB Org.
  - Compensated by the SEBB Org. for employees while on leave or a paid holiday
- Provide applicable A series worksheet as notification.



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## Newly Eligible Employees

Newly hired employees have 31 days from their date of eligibility to complete enrollment.

- Can not make enrollment elections in SMA until their date of eligibility
  - Example: Date of eligibility is September 9, 2021
    - Employee should be added into SMA before September 9.
    - Beginning September 9, employee can begin their enrollment process
      - Add dependents, upload documents and make plan elections
    - Employee has until October 10, 2021, to complete enrollment elections
      - Will default if enrollment has not been completed within 31 days



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## Notifying Eligibility Timely

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.

- Example – Employee's date of eligibility is Sept. 3 and is provided appropriate worksheet.
  - If notified no later than September 24, employee has until October 4 to make elections
  - If notified on September 30, employee has until October 10 to make elections.
    - Employees must fill out an enrollment form if after 31-day enrollment window.
    - BA's must enter the elections in SMA if after 31-day enrollment window.



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## Notifying Eligibility Timely cont.

### If you don't:

- Timely enter eligibility into SMA.
- Timely provide notification of eligibility (worksheet).

### Then you will:


- Need to provide the employee a paper enrollment form.
- Be required to manually enter the employee's benefit elections in SMA.

Do not change an employee's eligibility date once entered in SMA.



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## Newly Eligible Employees

SMA process



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## Adding Newly Eligible Employees in SMA

Two options when adding eligible employees into SMA:

- Uploading an eligibility file
- Entering each employee manually

Only add newly **eligible** employees:

- As a new subscriber
- Before their date of eligibility




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## 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" button from the SMA dashboard
- SMA will display error(s) and explanation why the record resulted in error.
  - Do not include employees already entered in SMA



Eligibility File  
Last eligibility file uploaded mm/dd/yyyy at HH:MM  
The file contained ... errors




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## Adding Newly Eligible Employees in SMA

SEBB Organizations can enter newly eligible employees in SMA before their date of eligibility.

- Example – Employee's date of eligibility is Sept 15 and is provided appropriate worksheet.
  - Enter eligible employee in SMA before Sept 15.
    - Employees can set up SMA login once entered as a new subscriber in SMA
      - Create username, password, and security questions
  - SEBB Orgs. should remind employees when elections can be made in SMA when date of eligibility is reached.



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## Adding Newly Eligible Employees in SMA

Employee is determined to be eligible

- Click "Add new subscriber" **Add new subscriber**
- Enter SSN and date of eligibility

**Add subscriber**

SSN\*

Ex: 123456789

Date of Eligibility\*

mm/dd/yyyy **+**

**Next**

SEBB My Account will automatically calculate when coverage begins.



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## Adding Newly Eligible Employees in SMA

- Enter appropriate employee information and submit changes.

**Add subscriber**

Last name\* First name\* Middle name SSN\*

Mr. Christopher C. Brown 000000000

Surfix Birth date\* Birth date\*

01/01/1980 01/01/1980 State\*

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

Eligibility reason\*

Eligibility type\* Date of Eligibility\*

01/01/2020 **+**

Employee monthly salary New date\*

01/01/2020 **+**

Is this employee represented?\*

No **+**

**Submit changes** **Cancel changes**



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## Enrolled Dependents – Newly Eligible

Enrolled dependents now eligible school employees

- Enter 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**

New dual enrollment changes for OE coming up effective January 1, 2022.



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## Transferring Employees



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## Transferring Employees

Determine eligibility:

- If eligible – review A-5 transfer worksheet
- If not eligible – review and provide appropriate A series worksheet

Benefits will continue uninterrupted if:

- Moving from one SEBB Organization to another
- Within the same or following month, **and**
- Anticipated to be eligible for SEBB Benefits at new SEBB Organization.

Transferring employee will not make new elections

- Unless health plan is unavailable



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## Transferring Employees

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

- Add new subscriber and enter new subscribers SSN in SMA
- Message shows employee already in SMA
- Click "Claim" to transfer employee account to new SEBB Org.



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## Transferring Employees

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



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## Transferring Employees

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

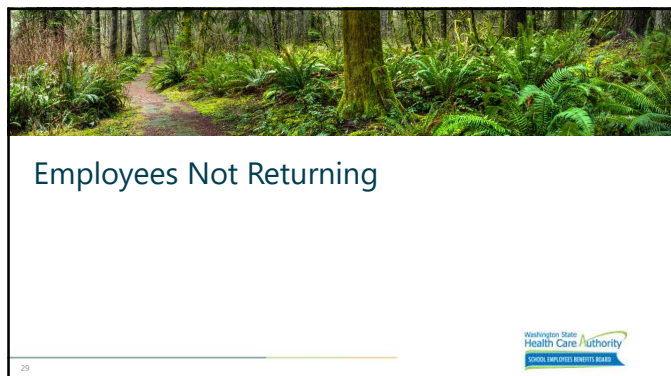
School District	Benefit Admin First Name	Benefit Admin Last Name	Benefit Admin Email Address
ABERDEEN SCHOOL DISTRICT 005			
ADNA SCHOOL DISTRICT 226			
ADNA SCHOOL DISTRICT 226			
ADNA SCHOOL DISTRICT 226			
ADNA SCHOOL DISTRICT 226			
ALMIRA SCHOOL DISTRICT 017			
ALMIRA SCHOOL DISTRICT 017			
ANACORTES SCHOOL DISTRICT 103			

Run "Benefit Admin Contact List" report for a list of Benefit Administrators



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### Termination of Coverage

Terminate coverage no earlier than the month before for employees:

- Leaving SEBB Organization
- Not eligible for next school year
  - Example: Last day Aug 10, enter term date no earlier than July 1

Terminate coverage for employees losing eligibility

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

Coverage will not end automatically on August 31.  
Provide appropriate C series worksheet.

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### 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](http://www.hca.wa.gov/pebb)
- Contact PEBB Customer Service at 1-800-200-1004.

**School employees**  
The webinars listed below are specifically for employees who work at school districts, educational service districts, and charter schools who have School Employees Benefits Board (SEBB) benefits. The webinars are hosted using Zoom.

Date	Time	Registration Information
August 24, 2021	5 to 6:30 p.m.	Register for August 24 <sup>th</sup>
September 29, 2021	4:30 to 6 p.m.	Register for September 29 <sup>th</sup>
October 25, 2021	4 to 5:30 p.m.	Register for October 25 <sup>th</sup>
November 30, 2021	4:30 to 6 p.m.	Register for November 30 <sup>th</sup>
December 26, 2021	5 to 6:30 p.m.	Register for December 26 <sup>th</sup>

[hca.wa.gov/employee-retiree-benefits/retirees/attend-retirement-webinar](http://hca.wa.gov/employee-retiree-benefits/retirees/attend-retirement-webinar)

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### Appeals

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

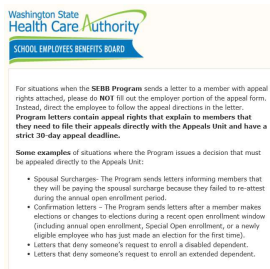
- WAC 182-32-2020

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## Important Appeal Reminder

- GovDelivery sent Feb. 23, 2021.



<http://content.govdelivery.com/accounts/WAHCA/bulletins/29b23db>

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## Appealing a SEBB Program Decision

SEBB Appeals Unit must receive a notice of appeal from the employee, **no later than 30 days** after the date of the SEBB Program's written action or decision.

- Employees should follow the appeal instructions on the decision letter they received from the SEBB Program.
  - Do not use** the SEBB Employee Request for Review/Notice of Appeal form.
  - Write a letter to the SEBB Appeals Unit stating they disagree with the decision and would like to file an appeal.
- Failing to timely request a brief adjudicative proceeding **within 30 days**, results in the prior SEBB Program decision becoming the Health Care Authorities' final order without further action.

WAC 182-32-2020

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## Appeal Scenario

An employee receives a letter from the SEBB Program indicating they will be required to pay the spousal surcharge due to failing to re-attest during OE. The letter contains specific instructions on how the employee can appeal directly to the SEBB Program.

- The employee needs to follow the appeal instructions on the letter and respond within 30 days.
  - The BA should not reply on behalf of the employee.



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## SMA Changes/ Updates



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## Re-Adding a Dependent in SMA

SMA will allow eligible employees to reactivate dependents with a previous relationship end date.

1 Add Dependents 2 Submit documentation for dependents 3 Make attestations 4 Make Plan Elections

Members associated with this account

Qualified Dependents

Last name*	First name*	Mobile name	DOB*
JAN, JIM			01/01/1977

Birth date\*

Sex assigned at birth\*

Gender identity

Washington State Health Care Authority  
SCHOOL EMPLOYEES BENEFITS BOARD

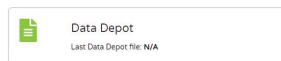
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## SMA Dashboard Update

Previously named SmartHealth tile is now named the Data Depot. HCA will be able to upload

- Ad-hoc reports, such as the W2 information at the end of the year,
- List of subscribers who need to re-attest for their spousal attestation and more.

SEBB Orgs will only be able to download reports from the Data Depot.



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## Reminders, Tips & Resources



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## B-3 Worksheet Update

B-3 worksheet will be updated effective **September 1, 2021**. Updates include additional scenarios for when the worksheet should be used.

A change in work pattern also applies to the following scenarios:

- Upon the employee returning from approved LWOP
- A 9-10 month or 12-month employee hired late in the year, including those employees no longer being anticipated to work at least 630 hours in the next school year.

Other worksheet updates will be effective January 1, 2022.



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## Annual Open Enrollment (OE)

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

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

Significant changes to Supplemental LTD, FSA and dual enrollment will require BA and employee attention during OE.

- Be sure to attend the Pre-OE training to learn about the changes.



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## Upcoming Webinars – Tentative Dates

**October 1:** Pre-Annual Open Enrollment

- New FSA, LTD and dual enrollment changes will be covered in this webinar.

**December 10:** Post-Annual Open Enrollment



Where to register:

- [hca.wa.gov/sebb-benefits-admins/training-schedule](https://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-schedule](https://hca.wa.gov/sebb-benefits-admins/training-schedule)



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## 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 see a survey pop up in a new browser. We would greatly appreciate your feedback!



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## Thank you for participating!



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