

Eligibility Data Feed Specifications

Document information

Overview

This document describes how SEBB Organizations complete bulk upload of SEBB eligible subscribers to Benefits 24/7 for enrollment in SEBB.

Feed purpose

This data feed provides a means to send an initial eligibility record for SEBB benefit eligible employees.

SEBB organizations can only send newly SEBB eligible employees via this interface. Changes to existing employee data can be made in Benefits 24/7 user interface.

Contact information

Email: HCA SEBB IT support at hcasebbitsupport@hca.wa.gov

File Information

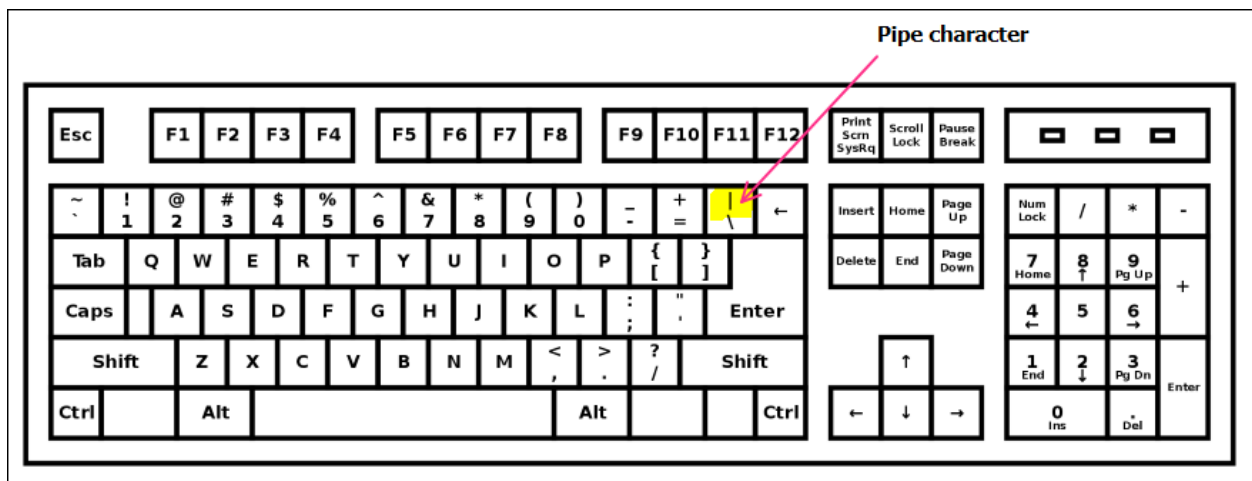
File name

Files must be named in the following format: eligibility-99999-YYYYMMDD.txt

Part of file name	Purpose
eligibility	Denotes the file as an eligibility file. Use the actual string “eligibility”.
99999	The school district “Local Education Agency” (LEA) code. See https://eds.ospi.k12.wa.us/DirectoryEDS.aspx . The specified LEA code must match the district to which the user is assigned. Users are assigned access permissions within Benefits 24/7. If the specified LEA code does not match the district to which the user is assigned, Benefits 24/7 will reject the file.
YYCCMMDD	The year (YYCC), month (MM), and day (DD) denoting when the file is produced.
.txt	Used to specify the file as a plain text file.

Expected format

The expected format is pipe-delimited (“|”), plain text. Alternatively referred to as a vertical bar, the pipe is a computer keyboard key “|” that is two vertical lines above one another and commonly looks like a full vertical line. This symbol is found on the same United States QWERTY keyboard key as the backslash key.



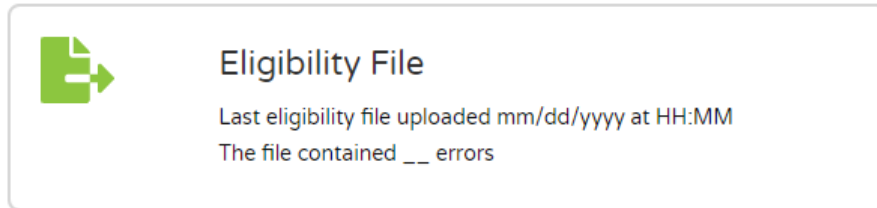
Column headings are not accepted.

Data elements are not fixed width, no need to pad values with spaces or zeroes.

File Transfer Instructions

Use these steps to transfer an eligibility file to HCA.

1. To transfer/upload an eligibility file to HCA, access the Benefits 24/7 dashboard page “Eligibility File” widget.



2. Click the “Eligibility File” button from the dashboard, or ‘Eligibility’ from the top navigation bar.
3. Click ‘Select files’ and Use the internet browser dialog to select the file you want to upload then ‘Open’
4. The “Eligibility File” widget will indicate the file upload date & time, and that Benefits 24/7 has the file in queue to process.
5. When Benefits 24/7 is finished processing the file, the widget will display error records. File processing time may vary, not to exceed 24 hours.

Record Information

Field name	Description	Maximum Length		Rules	Required?
Social Security Number or Individual Taxpayer Identification Number	Employee social security number or Individual taxpayer identification number.	9	Numeric	<p>Must be 9 numerical characters.</p> <p>If SSN or ITIN number repeats within a file, all records having that social security number will be rejected.</p> <p>If an SSN or ITIN matches a number already in the system:</p> <ul style="list-style-type: none"> - the incoming record will be accepted if the coverage date DOES NOT overlap with those already in the system - the incoming record will be rejected if the coverage date DOES overlap with those already in the system 	Yes
Last Name	Employee last name	20	Alphabetic	Valid values are A - Z, space, and dash.	Yes
First Name	Employee first name	15	Alphabetic	Valid values are A - Z, space, and dash.	Yes
Middle Name	Employee middle name or initial	15	Alphabetic	Valid values are A - Z, space, and dash.	No
Suffix	Employee suffix	4	Alphabetic	Valid values are A - Z. Example: JR, SR, III.	No
Work Phone	Employee work phone number	10	Numeric	Area code plus 7-digit phone number.	No
Home Phone	Employee home phone number	10	Numeric	Area code plus 7-digit phone number.	No
Residential Address Line1	Employee's residential address	30	Alphanumeric		Yes
Residential Address Line2	Employee's residential address (if needed)	30	Alphanumeric		No
Residential City	Employee's residential city	20	Alphabetic		Yes

Field name	Description	Maximum Length		Rules	Required?
Residential State	Employee's residential state	2	Alphabetic	Standard US state abbreviation or Canadian Province Code. NOTE: If address is outside US or Canada, populate this field with ZZ.	Yes
Residential Zip	Employee's residential zip code	10	Numeric	Include the dash (-) if +4 is being included; if +4 is not known, only send the 5-digit zip.	Yes
Residential County Code	Employee's residential county code	2	Numeric	Populate if county is in the state of WA. Leave it blank if address is outside state of WA. 01 – Adams 14 – Grays 27 – Pierce 02 – Asotin Harbor 28 – San Juan 03 – Benton 15 – Island 29 – Skagit 04 – Chelan 16 – Jefferson 30 – Skamania 05 – Clallam 17 – King 31 – Snohomish 06 – Clark 18 – Kitsap 32 – Spokane 07 – Columbia 19 – Kittitas 33 – Stevens 08 – Cowlitz 20 – Klickitat 34 – Thurston 09 – Douglas 21 – Lewis 35 – Wahkiakum 10 – Ferry 22 – Lincoln 36 – Walla Walla 11 – Franklin 23 – Mason 37 – Whatcom 12 – Garfield 24 – Okanogan 38 – Whitman 13 – Grant 25 – Pacific 39 – Yakima 26 – Pend Oreille	Conditional; Required if Residential State = WA
Mailing Address Line1	Employee's mailing address	40	Alphanumeric	Provide if different than residential address	No
Mailing Address Line2	Employee's mailing address	40	Alphanumeric		No
Mailing Address City	Employee's mailing address city	30	Alphabetic	Provide if value is reported in Mailing Address Line 1	No
Mailing Address State	Employee's mailing address state if different from residential	2	Alphabetic	Standard US state abbreviation or Canadian Province Code. NOTE: If address is outside US or Canada, populate this field with ZZ. Provide if value is reported in Mailing Address Line 1	No

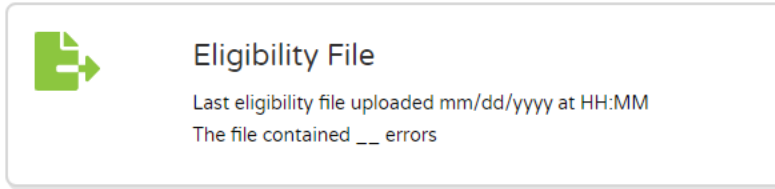
Field name	Description	Maximum Length		Rules	Required?
Mailing Address Zip	Employee's mailing address zip code if different from residential	10	Numeric	Include the dash (-) if +4 is being included; if +4 is not known, only send the 5-digit zip. Provide if value is reported in Mailing Address Line 1	No
Birth Date	Employee's birth date in YYCCMMDD format	8	Numeric	From date of upload, cannot be less than 14 years old and no older than 110 years old.	Yes
Birth Sex	Employee's birth sex	1	Alphabetic	M - male F - female	Yes
Gender	Employee's reported gender	1	Alphabetic	Valid values: M - male F - female X - gender X	No, will default to birth sex if not provided
Residential Country Code	Employee's residential country code	2	Numeric	If address is in the US, can be blank. If address is outside the US, use 2-character ISO Country Codes found at http://countrycode.org/ .	Conditional. Provide if residential address is outside of USA.
Mailing Country Code	Employee's mailing country code	2	Alphabetic	If address is in the US, can be blank. If address is outside the US, use 2-character ISO Country Codes found at http://countrycode.org/ .	Conditional. Provide if mailing address is outside of USA
Employee Hire Date	Employee's hire date in YYCCMMDD format	8	Numeric	Must be equal to or earlier than benefit eligibility date Date employee first started with the district during current employment duration, regardless of position changes.	Yes
Employee monthly salary	Employee's anticipated monthly salary.	8	Numbers with decimal	Commas not accepted. Example 12345.67 to specify \$12,345.67	No

Field name	Description	Maximum Length		Rules	Required?
Anticipate 630 hours	Specifies type of SEBB eligibility.	1	Alphabetic	Y - SEBB eligible anticipated to work 630 hours or more N - Locally eligible Record accepted as locally eligible if HCA has approved collective bargaining agreement determination on record, 180-629 hours	Yes
Eligibility Date	Employee's first day of eligibility for benefits in YYCCMMDD format	8	Numeric	Must be a valid date equal to or greater than Employee Hire Date. Will be rejected if 2 billing cycles in the past, or for enrollment exceeding one future billing cycle. Coverage effective date will be 1st of the month following reported date of eligibility. Example: Eligibility date 2/1/2022; coverage will be effective 3/1/2022. Exceptions: September newly eligible between 1st of month and reported 1st day of district's school year. Example: Eligibility date 9/4/2022; first day of school 9/8/2022; coverage is effective 9/4/2022.	Yes
September newly eligible	Employee eligible between 9/1 of current year and first day of school for district	1	Alphabetic	Y – Yes N – No Rule applies for new employees who begin work on or after September 1, but not later than the first day of school. For those employees only, eligibility and benefits begin on their first day of work.	Yes
Represented/Non-Represented Indicator	Indicates if an employer is represented by a collective bargaining unit.	1	Alphabetic	Y - Represented N - Not represented	Yes

Represented Effective Date	Indicates the effective date in which an employer is represented.	8		CCYYMMDD format Required if Represented/Non-Represented Indicator is 'Y'.	Conditional
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Post processing

To see the status of a submitted file, use the Benefits 24/7 dashboard page “Eligibility File” widget.



The “Eligibility File” widget shows the most recent upload’s date and time, and whether or not the file contained errors.

Records that failed to upload due to error(s), will be visible by clicking on link: “The file contained ## of errors. Benefits 24/7 will display error(s) and explanation as to why the record resulted in error.

Errors should be corrected in your system of record. Create a new file extract and repeat upload with corrected records.

If the file contains no errors, Benefits 24/7 will display a message: “The file contained no errors.”

See Appendix A: [Benefits 24/7 Eligibility Upload Error Messages](#) for a detailed list.