


SEBB Benefits Administrator Training-Part 2

Welcome! Thank you for participating in today's webinar

The presentation will begin around 10:00 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 webpage.
- **Closed Captioning is available** – click on **"Show Captions"** at bottom of screen 



SEBB Benefits Administrator Training-Part 2

Addressing questions during the webinar

- Please use the “**Question**” feature to send questions throughout the webinar.
- We will address questions:
 - Throughout the presentation by topic when appropriate.
 - At the end of the presentation – in summary – as time allows.
 - Questions not answered during the presentation will be addressed after the presentation via email, phone, or HCA Support
- **Please send employee related questions or scenarios via HCA Support.**
- **Contact Outreach & Training (O&T) @ 1-800-700-1555 for urgent matters.**





SEBB Benefits Administrator Training-Part 2

School Employees Benefits Board (SEBB)

Outreach & Training

December 2023

Washington State
Health Care Authority

SCHOOL EMPLOYEES BENEFITS BOARD

What we'll cover today

- 1 Employee resources
- 2 Eligibility worksheets
- 3 Eligibility requirements
- 4 Dependent eligibility & verification
- 5 SEBB Benefits
- 6 Additional SEBB Benefits
- 7 Benefits 24/7 Resources
- 8 Reminders, Tips & Resources



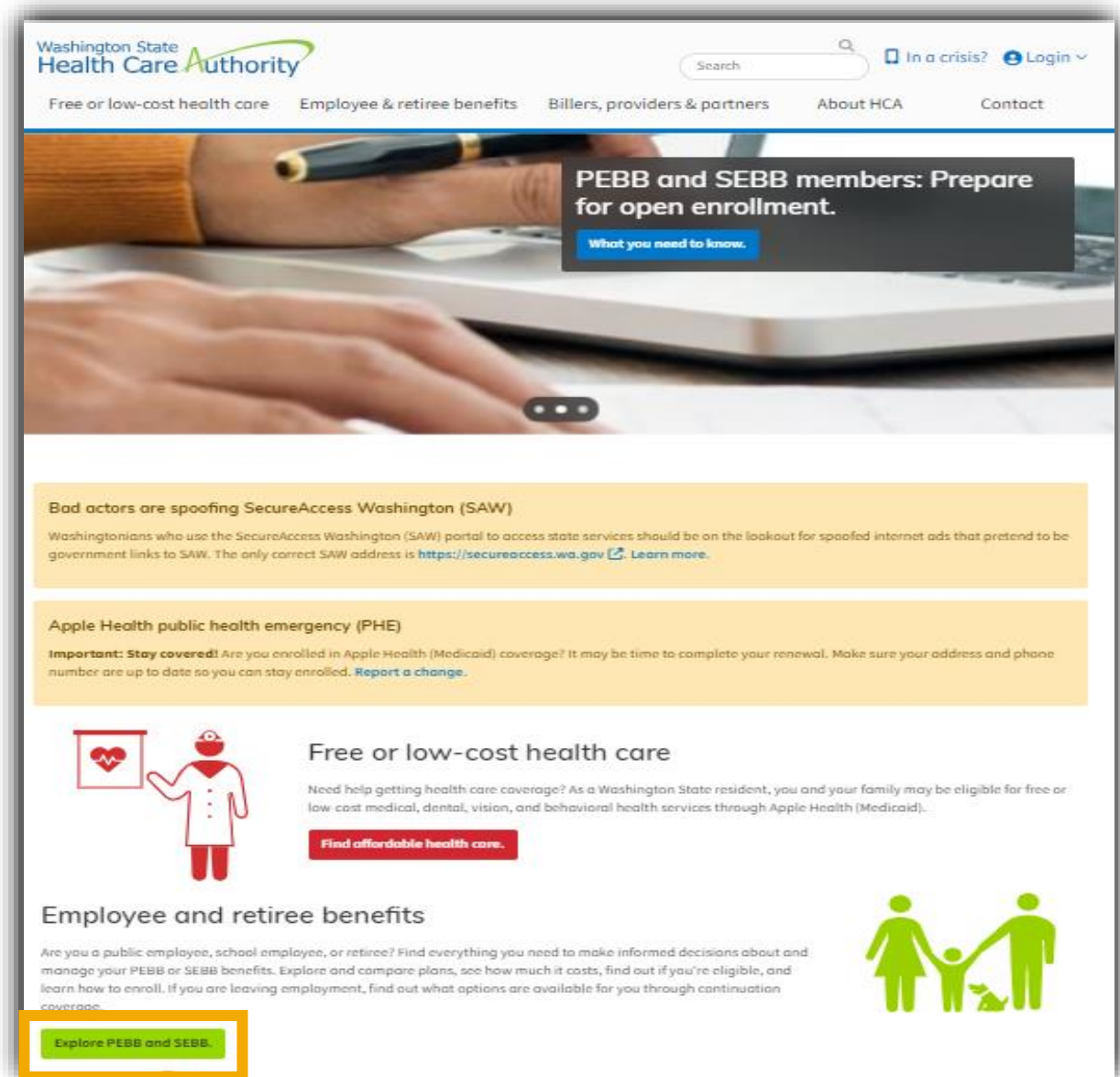
Employee Resources

hca.wa.gov/employee-retiree-benefits/school-employees

Employee Resource

School Employees website

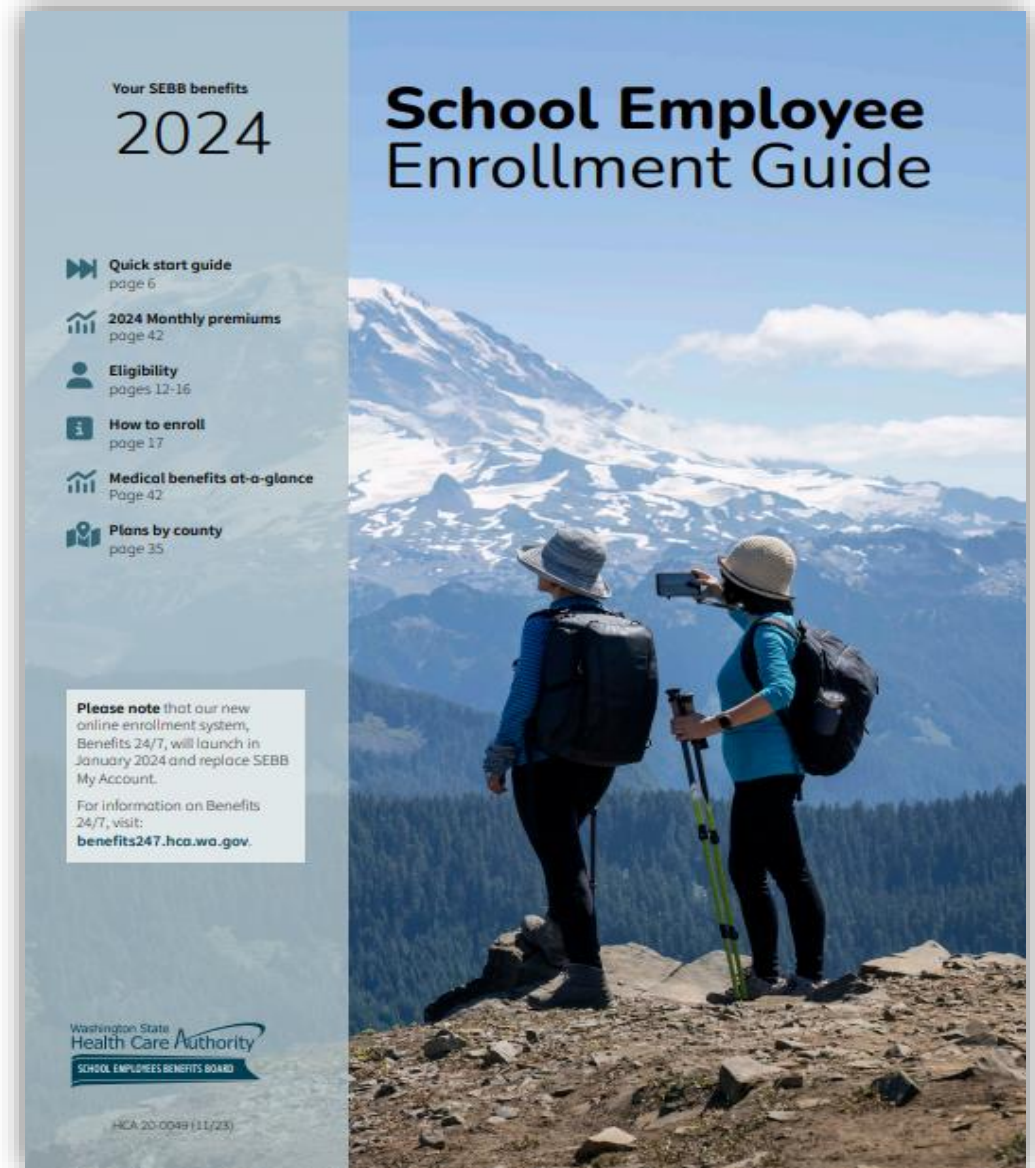
- Medical, dental and vision plans & benefits
- Life, LTD, FSA, & DCAP benefits
- SEBB wellness programs
- Premium surcharges
- Determine eligibility and manage benefits
- Learn how to enroll and get help
- Logging into SMA



Employee Resource

School Employee Enrollment Guide now available to order!

- Order materials on the BA website
 - Forms and publications
 - Order materials
- Includes Benefits 24/7-use SEBB My Account until Benefits 24/7 launches
- Intended for newly eligible school employees only



Employee Resource

Quarterly SEBB Intercom newsletters

- Employees can also find information:
 - Edition of the SEBB Intercom Newsletter
 - Mailed/emailed **every quarter** to school employees



The header features the 'iINTERCOM' logo with a microphone icon. Below it, the text reads 'School Employees Benefits Board (SEBB) Program' and 'School Employees Edition October 2023'. The background image shows two young boys in a field, one holding a large orange pumpkin.

Ready, set, enroll: 2024 open enrollment

Open enrollment is October 30 through November 20, 2023. Find forms on the *Open enrollment* webpage at hca.wa.gov/sebb-oe.

What is open enrollment?
Open enrollment is a period of time that happens once a year, typically in the fall, when you can make changes to your coverage.

What can I change during open enrollment?
You can make the changes listed below during open enrollment, October 30 through November 20. Changes are effective January 1, 2024.

! Premiums for some plans are increasing significantly for 2024. You should check your current medical, dental, and vision plans for benefit and premium changes. If you do not want to change plans, and they are still available in your county for next year, you do not need to do anything to stay enrolled in the same plans.

✓ Use SEBB My Account (myaccount.hca.wa.gov) to:

- Change your medical, dental, or vision plan.
- Add or remove a dependent.
- Waive medical coverage if you have other employer-based group medical, a TRICARE plan, or Medicare.
- Enroll in medical coverage if you previously waived.
- Attest to the spouse or state-registered domestic partner coverage premium surcharge. (You will receive a letter if you need to reattest.)
- Update your tobacco attestations if you have changes.

If you are unable to use SEBB My Account, you can use the *School Employee Enrollment* or *School Employee Change* form. They are available from your payroll or benefits office. **Your payroll or benefits office must receive your form by November 20.**

Visit Navia Benefit Solutions to enroll in FSA or DCAP
Enroll in a flexible spending arrangement (FSA) or the Dependent Care Assistance Program (DCAP) on Navia's website at sebb.naviabenefits.com. You can also submit the *Navia Open Enrollment* form to Navia. You must enroll in these benefits again every year you want to participate. See page 5 for more about FSA/DCAP.

5 tips for a smooth open enrollment

1. **Check** the plans available in the county you live or work in to make sure your plan is still available.
2. **Review what's changing.** Find your monthly premiums and look over any changes to your current plan. Some premiums are increasing significantly for 2024.
3. **Make any changes in SEBB My Account**, like changing your medical plan or removing dependents, by November 20, 2023.
4. **Stay connected.** Sign up for emails and follow HCA on social media.
5. **Need help?** Ask your payroll or benefits office.

HCA 20-0119 (10/23) 1

SEBB Virtual Benefits Fairs (VBF)

Virtual benefits fair provides:

- Benefit options/information via *"online experience"*
- Downloadable content
- Informative pre-recorded videos and direct interactive webinars
- 24/7 access via a computer, tablet, or smartphone

The screenshot shows the Washington State Health Care Authority website. At the top, there is a navigation bar with the logo, a search bar, and links for 'In a crisis?' and 'Login'. Below this, a secondary navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The main content area has a breadcrumb trail: 'Home > Employee and retiree benefits > Virtual benefits fair (SEBB)'. The title 'Virtual benefits fair (SEBB)' is prominently displayed. A paragraph explains that a virtual benefits fair is an online experience available anytime, day or night, and provides links to videos, webinars, and downloadable content. Below this, a section titled 'Other partner benefits' features a dropdown menu for 'Washington 529 College Savings Plans'. The 'Medical insurance' section displays six video thumbnails for Kaiser Permanente (Northwest, Washington, Washington Options), Regence, and Uniform Medical Plan. Each thumbnail includes a 'Kaiser Permanente' or 'Regence' logo and a button to view the content. The 'Dental insurance' section is partially visible at the bottom.

Employees Resource

About Benefits 24/7 webpage

- Launch rescheduled to January 2024
- Am I required to use Benefits 24/7?
- Will my enrollment information transfer?
- How do I set up my new Benefits 24/7 account?
- Who is Benefits 24/7 for?

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads 'Home > Employee and retiree benefits > About Benefits 24/7 (SEBB)'. A yellow banner at the top of the content area reads 'Bad actors are spoofing SecureAccess Washington (SAW)' and provides a warning about spoofed internet ads, with the correct URL being <https://secureaccess.wa.gov>. The main heading is 'About Benefits 24/7 (SEBB)'. The text explains that HCA is introducing a new online enrollment system called Benefits 24/7, which will integrate online account access for subscribers from the Public Employees Benefits Board (PEBB) and School Employees Benefits Board (SEBB) Programs into one platform. It mentions that this modernized web-based enrollment system will have a new look and expanded capabilities, providing self-service options for members. A section titled 'Launch rescheduled to January 2024' states that the launch date has been rescheduled to January 2024, from the original June 2023 date. It explains that HCA wanted to provide more time to ensure a successful launch, taking members' and employers' feedback into account. It also mentions that they will resend the Benefits 24/7 Quick Start Guides and that members should continue to use SEBB My Account. A list of factors considered for the January launch includes: a 10 to 15 percent school employee turnover in August and September, which adds unnecessary risk; the need for Benefit Administrators to focus on new school employee eligibility determinations; and the anticipation that members will be more engaged with the enrollment system this year to make health plan changes. The page also addresses questions about whether users are required to use Benefits 24/7 (No, paper forms will continue to be available), whether enrollment information will transfer (Yes, it will move from SEBB My Account to Benefits 24/7), and how to set up a new Benefits 24/7 account (Information will be provided once the system is available).

Washington State Health Care Authority

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > Employee and retiree benefits > About Benefits 24/7 (SEBB)

Bad actors are spoofing SecureAccess Washington (SAW)

Washingtonians who use the SecureAccess Washington (SAW) portal to access state services should be on the lookout for spoofed internet ads that pretend to be government links to SAW. The only correct SAW address is <https://secureaccess.wa.gov>. [Learn more.](#)

About Benefits 24/7 (SEBB)

HCA is introducing a new online enrollment system called Benefits 24/7. Benefits 24/7 will integrate online account access for subscribers from the Public Employees Benefits Board (PEBB) and School Employees Benefits Board (SEBB) Programs into one platform to allow for streamlined support and maintenance. This modernized web-based enrollment system will have a new look and expanded capabilities, providing self-service options for members.

Launch rescheduled to January 2024

The launch date for Benefits 24/7 has been rescheduled to January 2024. The launch was scheduled to occur in June 2023.

HCA wanted to provide more time to ensure a successful launch. HCA took members' and employers' feedback into account when determining the new launch date. We will resend the Benefits 24/7 Quick Start Guides. Please continue to use [SEBB My Account](#).

The decision to launch in January considered several factors:

- There is a 10 to 15 percent school employee turnover in August and September, which adds unnecessary risk with introducing a new enrollment system. We want Benefit Administrators to be able to focus their attention on new school employee eligibility determinations without also having to help all school employees understand the system changes.
- During PEBB and SEBB open enrollments in October and November, we anticipate members will be more engaged with the enrollment system this year to make health plan changes. We want members to be focused on selecting the plan that best meets their needs for 2024 instead of navigating a new enrollment system. Members should continue to use [SEBB My Account](#) or enrollment forms as needed to make enrollment changes.
- After open enrollment, in December, HCA staff and employers are continuing to key enrollment forms in time to transfer new enrollments to the carriers. This data transfer allows the carriers to distribute new ID cards and other communications to their new members before coverage starts January 1. Introducing a new enrollment system during this critical period could create a barrier to timely enrollment.

Am I required to use Benefits 24/7?

No. Paper forms will continue to be available. You will not lose coverage if you do not use Benefits 24/7.

Will my enrollment information transfer?

Yes. Benefits 24/7 is replacing SEBB My Account. Your enrollment information will move from SEBB My Account to Benefits 24/7. Your current enrollment information will not be affected.

How do I set up my new Benefits 24/7 account?

We will provide information to set up your new Benefits 24/7 account once the system is available. Until then, there is no action you need to take. Please continue to use [SEBB My Account](#).



Eligibility worksheets

SEBB Program Administrative Policy 11-1 Providing a notice to a school employee

For new employees starting after January 1, 2024.

Providing notice of determination

Eligibility worksheets determine and provide required notification of employee eligibility or ineligibility for the employer contribution toward SEBB Benefits.

- When providing notice of the determination of eligibility
 - SEBB organizations **must provide written notice** of the determination
 - **Upon hire** and
 - When an employee experiences a **change in eligibility status**.

When should the notice be provided?

Provide notification within a **reasonable time frame** as part of the hiring process.

- Eligible employees **must have no less than 10 calendar days** after the date of receiving notice to elect coverage.
- Eligible employees have **no later than 31-days** to elect coverage or submit required forms for SEBB benefits.

Example: Employee's date of eligibility is **September 3**, and they are provided notice of eligibility:

- **No later than September 24**, employee has until **October 4**
 - **On September 30**, employee has until **October 10**

Determining and providing notification

Eligibility worksheets serve as the approved method for determining eligibility for SEBB benefits and providing required notification.

Serve as a record the employer has provided the required notification

Facilitate decisions compliant with RCW and WAC

Provide required notice and information

Provide guidance and suggestions for the employer and employee

SEBB Orgs must determine employee eligibility for SEBB benefits at the start of **each school year** (September 1).

SEBB Program may request review of completed worksheets.

SEBB Policy 11-1

hca.wa.gov/sebb-benefits-admins/eligibility/eligibility-worksheets

How to use the eligibility worksheets

Select an appropriate worksheet

Always “open” a new worksheet for each new employee

Complete and save worksheet either electronically or as a hard copy

Have the employee sign & date the worksheet.

BA signs & dates, provides a signed copy to the employee and files copy in employees' personal file

Employees who are **unavailable to sign**, SEBB Program will accept :

Email, email read receipt or electronic signatures

Any other written response from the employee acknowledging receipt

A copy of the tracking information, if sent through the mail

Make a note on worksheet if employee is unwilling or unavailable

Eligibility Series Worksheets

Description of each worksheet series	
A-series	The A-series worksheets are for <u>all new hires</u> , including <u>transferring employees</u> .
B-series	The B-series worksheets are for employees who have a <u>change or revision in work pattern</u> resulting in either gaining or losing eligibility.
C-series	The C-series worksheets are for benefits-eligible employees who are <u>leaving work temporarily or permanently</u> (e.g., approved leave, layoff, termination, retirement, death).
D-series	The D-series worksheets are for employees who are <u>returning to work</u> from certain types of leave, after employment ended due to layoff, for the next school year, or within the same school year.
E-series	The E-series worksheets are for employees <u>adding eligible dependents</u> to SEBB benefits.

Worksheet reminders

Worksheets are available on the SEBB BA website

- Worksheets are updated regularly

Complete the
worksheet in Excel,
not by hand.

Always open a new
worksheet from the
BA website as
updates can occur

Access and complete
eligibility worksheets
from the eligibility
worksheet webpage

SEBB organizations **must use the worksheets** provided by the SEBB Program to determine eligibility and enrollment in benefits.

Benefits Admin Resource

Eligibility worksheets

- Providing notice of the determination of eligibility
- When should the notice be provided?
- What tools are approved for determining and providing required notice of eligibility?
- Using the A through E series eligibility worksheets
- Eligibility worksheets

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for "In a crisis?" and "Login". The main navigation bar lists "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The breadcrumb trail reads: Home > SEBB benefits administrators > Eligibility > Eligibility resources > Eligibility worksheets. The page title is "Eligibility worksheets". The introductory text states: "The School Employees Benefits Board (SEBB) Program provides eligibility worksheets to determine and provide required notification of employee eligibility for the employer contribution toward SEBB benefits." Below this is a section titled "On this page" with three links: "Providing notice of the determination of eligibility", "Using the A through E series eligibility worksheets", and "Eligibility worksheets". The main content area is titled "Providing notice of the determination of eligibility" and explains that SEBB organizations must provide written notice of the determination of eligibility (or ineligibility) for the employer contribution toward SEBB benefits to an employee upon hire and when an employee experiences a change in eligibility. A blue box highlights: "Eligibility for SEBB benefits must be determined according to the criteria in WAC 182-31-040 and 182-31-050." The section "When should the notice be provided?" states that the notice should be provided within a reasonable time frame as part of the hiring process. Employees who meet the eligibility criteria, have 31-days after they become eligible for SEBB benefits to complete and submit required enrollment forms indicating their enrollment elections. However, eligible employees **must have no less than ten calendar days** after the date of receiving notice to elect coverage. For example, if an employee's date of eligibility is September 3 and they are provided notice of eligibility:

- No later than September 24, the employee has until October 4 to make elections (31 days after September 3).
- On September 30, the employee will have until October 10 to make elections.

A blue box states: "It is not required to provide written notice (a worksheet) to employees who remain eligible when returning to the same SEBB organization for the following school year." The section "What tools are approved for determining and providing required notice of eligibility?" is partially visible at the bottom.



Eligibility requirements

WAC 182-30-130 What are the requirements for a school employees benefits board (SEBB) organization engaging in local negotiations regarding SEBB benefits eligibility criteria?

WAC 182-31-040 How do school employees establish eligibility for the employer contribution toward school employees benefits board (SEBB) benefits and when do SEBB benefits begin?

Eligibility

School employees may be eligible for the employer contribution towards SEBB benefits if they work for a SEBB Organization:

- **WA State School District**
- **Charter School**
- **Educational Service District (ESD)**
 - Union-represented employees
 - Non-union represented employees
 - Effective January 2024

Employee categories

Newly hired employees

- Anticipated to work at least 630 hours in the school year
- Who worked 630 hours in each of the two previous school years and are returning to the same type of position or combination of positions with the same SEBB organization are presumed to be eligible at the start of the school year.
 - SEBB organization can rebut this presumption by notifying the employee, in writing, of the specific reasons they are not anticipated to work at least 630 hours in the current school year

Employee categories cont.

Ineligible employees who become eligible due to:

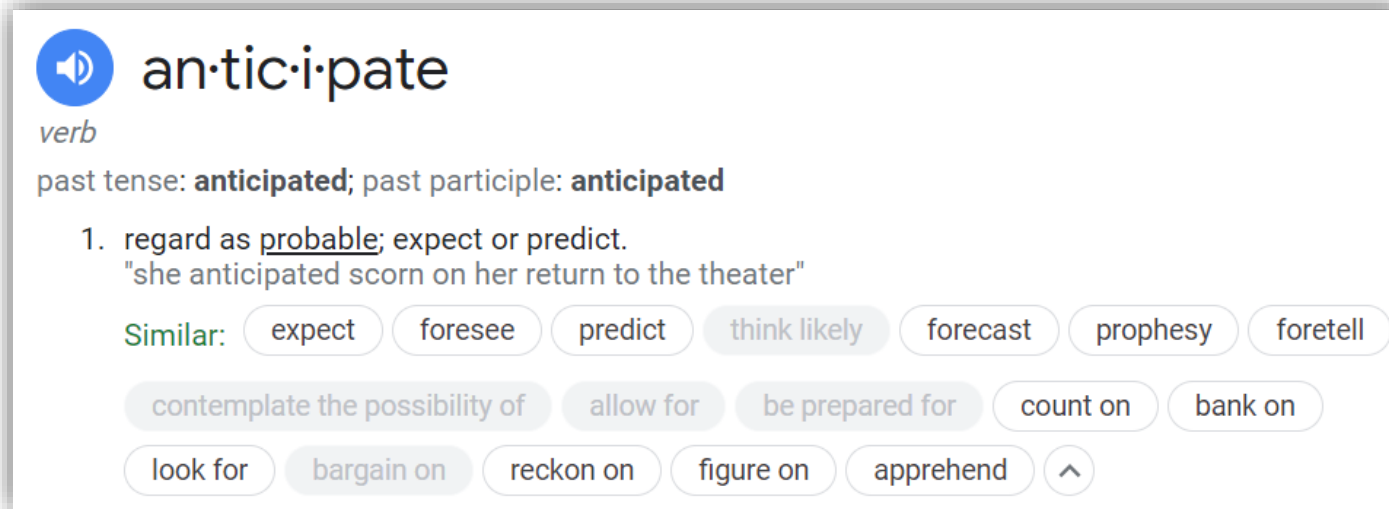
- Revised work pattern and now anticipated to work at least 630 hours
- Actually, end up working 630 hours in the school year
- Not anticipated to work 630 hours during the current school year due to time of year they are hired, but are anticipated next school year:
 - **9–10-month school employee** criteria based on hours worked in 6 of the last 8 weeks of school
 - **12-month school employee** criteria based on hours worked in 6 of the last 8 weeks of the school year (August 31)

Employees eligible due to their SEBB organization engaging in local negotiations regarding SEBB benefits eligibility criteria

1. Anticipated to work at least 630 hours

School employees may become eligible upon:

- **SEBB Benefits eligible**
 - Anticipated to work at least 630 hours in the school year
 - WAC 182-31-040



All employees must be notified of eligibility determination.

hca.wa.gov/sebb-benefits-admins/eligibility/newly-eligible-employees

2. Hired Mid-Year

School employee is **not anticipated** to work 630 hours due to time of year they are hired **but is anticipated** to work 630 hours next school year.

9–10 month school employee

- Anticipated to be compensated for at least **17.5 hours a week**
- **6 of the last 8 weeks** from the week that contains the **last day of school**
- Holidays included

12 month school employee

- Anticipated to be compensated for at least **17.5 hours a week**
- **6 of the last 8 weeks** from the week that contains **August 31 (last day of the school year)**
- Holidays included

School employee must be returning to the same SEBB org.

hca.wa.gov/sebb-benefits-admins/eligibility/newly-eligible-employees

3. Stacking Hours

Employees **may** stack hours by:

- Working **multiple** positions within **one** SEBB organization

Employees **cannot** stack hours from different:

- School districts
- ESDs, or
- Charter schools



4. Revision of anticipated work pattern/change

School employee who was not determined to be eligible upon hire may become eligible

- **Revision of anticipated work pattern**

- Employer revises an employee's anticipated work hours in such a way that they are **now anticipated** to work 630 hours in the school year, the employee becomes eligible when the revision is made.

- **Work pattern change**

- School employee who is **not anticipated** to work at least 630 hours in the school year becomes eligible on the date they actually worked 630 hours in the school year.

All employees must be notified of eligibility determination.

hca.wa.gov/sebb-benefits-admins/eligibility/newly-eligible-employees

5. Two year look back

A school employee is presumed eligible if:

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

SEBB organization can rebut this presumption by notifying the employee, in writing, of the specific reasons they are not anticipated to work at least 630 hours in the current school year

6. Transfers

Benefits will continue uninterrupted if:

- Employee is enrolled in SEBB benefits, and
- Moving from **one SEBB org** to **another** in an **eligible position**
- **Without a one calendar month break in coverage**
 - (Within the same month or a consecutive month)

Employees **will not** make new elections when continuing benefits.

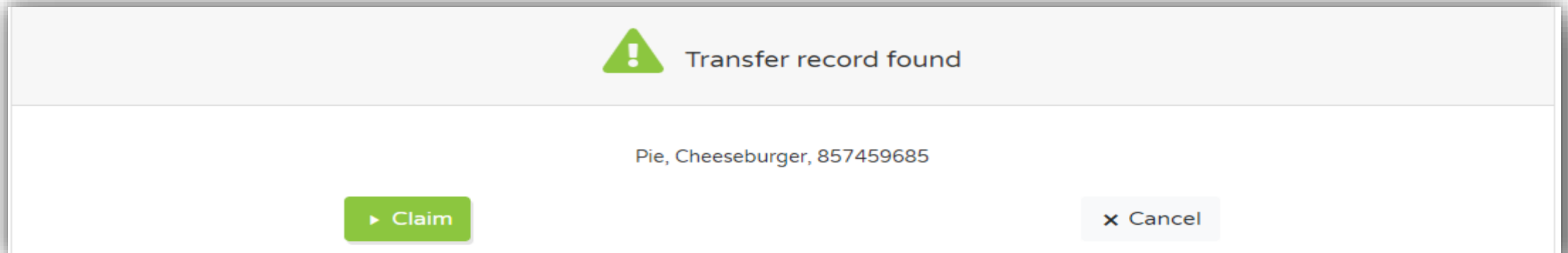
- Unless health plan is no longer available

Employees who experience a break in coverage will have to establish eligibility with the new SEBB organization.

Transferring employees in SMA

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

- **Add as a new subscriber** and **enter SSN**
- Message shows employees **"Transfer record found"**
- Click **"Claim"** to transfer employees account to new SEBB Organization



7. Locally eligible

School employees may become eligible upon:

- **Locally eligible**
 - Eligible under terms of local collective bargaining agreement, and
 - Anticipated to work **between 180-629 hours** in the school year
 - The range of hours is negotiated through the CBA
 - Can't be less than 180 hours, can't be more than 629 hours
 - WAC 182-30-130

SEBB organization who engage in **local negotiations** regarding eligibility for school employees who work under 630 hours:

- **Must** provide a CBA*, and all eligible school employees information under the CBA to the Health Care Authority (HCA) by the start of the school year (September 1)

All employees must be notified of eligibility determination.

hca.wa.gov/sebb-benefits-admins/eligibility/newly-eligible-employees

Returning eligible employees

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

- Enrolled in SEBB benefits at the end of a school year,
- Anticipated to work at least 630 hours in the next year, and
- Working in the same SEBB organization

Employees will not make new elections when continuing benefits.

Benefit elections remain until **December 31**.

Employee may make new elections during annual OE with coverage effective January 1.

Employees can make some changes anytime through the year.

Employees not returning next school year

Complete and provide the appropriate C series worksheet

Terminate coverage **no earlier than the month before** for employees leaving or ineligible for the next school year in SEBB My Account.

Terminate coverage **BEFORE** the **12th cut off day of each month** to remove the subscriber from the next months billing file.

Keying termination **AFTER** the **12th day of each month** will show the subscriber on the next months billing file.

Credit will show up on the **following month** after the billing file is received.

Coverage will not end automatically at the end of the school year. (**August 31**)

SEBB Program will mail the SEBB Continuation Coverage Election Notice **no later than 14 days** after coverage has been terminated

- Election notice includes enrollment forms
- Employee may request a PEBB Retiree Enrollment guide
 - Contact PEBB Customer Service at **1-800-200-1004**

Benefits Admin Resource

Newly eligible employees

- Eligibility for SEBB benefits
- Employee categories
- Determining eligibility using worksheets
- What worksheets provide for
- Using the worksheets
- SEBB stipulation for worksheet use

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > Eligibility > Eligibility resources > Newly eligible employees. The page title is 'Newly eligible employees'. Below the title is a paragraph: 'Information applicable to all school employees when determining eligibility for School Employees Benefits Board (SEBB) insurance.' A section titled 'On this page' contains two links: 'Eligibility for SEBB benefits' and 'Determining eligibility using worksheets'. The main content area is titled 'Eligibility for SEBB benefits' and contains several paragraphs of text explaining eligibility criteria based on WAC 182-31-040 and 182-30-130. It also includes a section for 'Employee categories' with a bulleted list of criteria for newly hired employees and ineligible employees who become eligible.

Washington State Health Care Authority

Search In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > SEBB benefits administrators > Eligibility > Eligibility resources > Newly eligible employees

Newly eligible employees

Information applicable to all school employees when determining eligibility for School Employees Benefits Board (SEBB) insurance.

On this page

- [Eligibility for SEBB benefits](#)
- [Determining eligibility using worksheets](#)

Eligibility for SEBB benefits

Employees establish eligibility based on categories described in [WAC 182-31-040](#) and [182-30-130](#). Eligibility is determined solely by the criteria of the category that most closely describes their work.

All hours worked by an employee in their capacity as a school employee must be included in the calculation of hours for determining eligibility. All hours for which a school employee receives compensation from a school employees benefits board (SEBB) organization during an approved leave (e.g., sick leave, personal leave, bereavement leave) or a paid holiday must be included when determining how many hours a school employee is anticipated to work, or did work, in the school year.

The definition of school year allows school districts to start school in August and use the upcoming school year funds. If the school employee is working in August for the school year that is about to start the hours count towards the new school year. For example, if a school employee is working in August 2023 as part of their contract for the 2023-2024 school year the hours count towards the 2023-2024 school year. Those hours wouldn't be applied to the 2022-2023 school year. Whether the first day of school is in August or September the work is to support the upcoming school year and the hours should be counted towards the new school year.

Employee categories

- Newly hired employees
 - Anticipated to work at least 630 hours in the school year
 - Who worked 630 hours in each of the two previous school years and are returning to the same type of position or combination of positions with the same SEBB organization are presumed to be eligible at the start of the school year.
 - The SEBB organization can rebut this presumption by notifying the employee, in writing, of the specific reasons they are not anticipated to work at least 630 hours in the current school year (and how to appeal).
- Ineligible employees who become eligible due to:
 - Revised work pattern so as to now be anticipated to work at least 630 hours in the school year
 - Actually end up working 630 hours in the school year
 - Not being anticipated to work 630 hours during the current school year due to time of year they are hired, but are anticipated to do so the next school year:
 - 9-10 month school employee criteria based on hours worked in 6 of the last 8 weeks of school



Dependent eligibility & verification

SEBB Program Administrative Policy 31-1 Verifying dependent eligibility before enrollment

Eligible Dependents



Legal spouse or State-Registered Domestic Partner (SRDP)



Children up to age 26

Biological, stepchildren, legally adopted



Extended Dependents

Grandchild, niece, nephew, etc... w/legal responsibility
*Verified by SEBB



Dependent Child with a Disability

Children ages 26 or older
Disability occurred before age 26 *Verified by SEBB

Adding eligible dependents

Employees adding eligible dependents must submit valid DV documents before their dependents can be enrolled.

Enrollment elections and DV must be submitted in SEBB My Account or received by the Benefits Administrator as follows:

When newly eligible:

No later than 31 days

During annual OE:

No later than the last day of OE

During a SOE:

No later than 60 days

Dependent verification (DV)

Employees who fails to submit timely dependent verification by the deadline will be unable to enroll dependents until:

- Next annual open enrollment (effective January 1), or
- Special open enrollment event occurs

Follow-up with employees when DV documents are:

Missing

Invalid

Illegible

Incomplete

A list of acceptable DV documents is outlined in SEBB Policy 31-1.

hca.wa.gov/sebb-benefits-admins/enrollment/dependents

Benefits Admin Resource

Dependents

- Worksheets for determining dependent eligibility
- Requirements to enroll dependents
- Why is DV required?
- What are valid DV documents?
- How do BAs process DV?
- Adding a newborn or adopted child
- When dependent eligibility ends

Washington State Health Care Authority

Search In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > SEBB benefits administrators > Enrollment > Enrollment resources > Dependents

Dependents

Find information about dependent eligibility and enrollment in School Employees Benefits Board (SEBB) benefits.

On this page

- [Worksheets for determining dependent eligibility for SEBB benefits](#)
- [Requirements to enroll eligible dependents](#)
- [Why is dependent verification required?](#)
- [What are valid dependent verification documents?](#)
- [How do BAs process dependent verification?](#)
- [Adding a newborn or adopted child](#)
- [When dependent eligibility for SEBB benefits ends](#)
- [Surviving dependents](#)

Worksheets for determining dependent eligibility for SEBB benefits

When employees express an interest in adding an eligible dependent to their SEBB medical, vision, and/or dental coverage, provide them with the [E-1 worksheet](#). If an employee is seeking to add an extended dependent or dependent child with a disability age 26 or older, provide the [E-2 worksheet](#).

The informational worksheets contain:

- A list of dependents who are eligible for SEBB benefits,
- A list of valid dependent verification (DV) documents,
- The process to add dependents to SEBB coverage for employees, and
- Guidance for processing DV for benefits administrators (BAs).

Encourage employees to review the worksheet and explain that dependents will not be enrolled in coverage unless all enrollment, verification, and certification requirements, if applicable, have been met within the required timeframe.

[Who are eligible dependents?](#)



When Coverage begins

WAC 182-31-040 How do school employees establish eligibility for the employer contribution toward school employees benefits board (SEBB) benefits and when do SEBB benefits begin?

When Coverage Begins

What is a date of eligibility?

When a school employee becomes eligible for the employer contribution towards SEBB Benefits.

What is an effective date?

The date benefits begin.

Can the date of eligibility and effective date be the same or a different date?

When does coverage begin?

Example: Newly eligible school employee's first day of work is between September 1 and the first day of school

- Date of eligibility is the **first day of work**
- Coverage is effective on the **first day of work**

Example:	<u>First Day of School</u> September 8	<u>Eligibility Date</u> September 8	<u>Effective Date</u> September 8
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When does coverage begin?

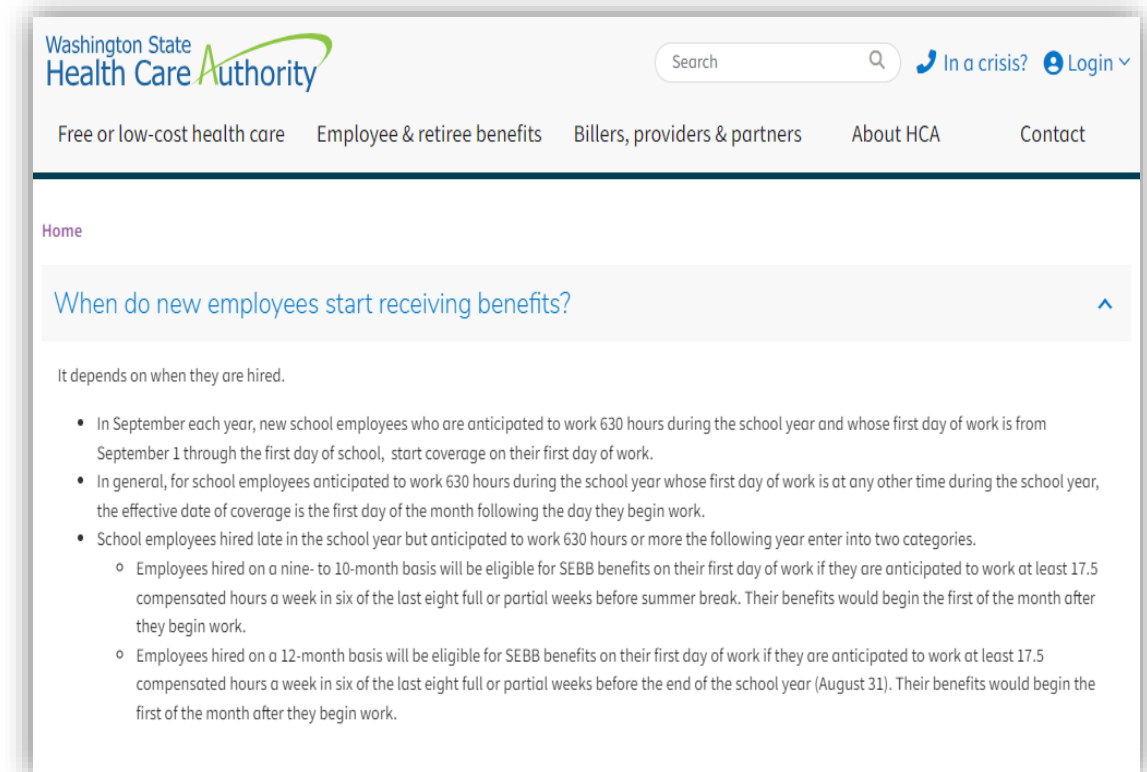
Example: Newly eligible school employee's first day of work is:

- Any other day of the school year, or
- Regaining eligibility following a period of leave
 - **Eligible on first day of work**
 - Coverage effective on **first day of the following month**

Example:	<u>First Day of Work</u>	<u>Eligibility Date</u>	<u>Effective Date</u>
	October 26	September 1	September 1

Benefits Admin Resource

When do new employees start receiving benefits?



The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The page title is 'When do new employees start receiving benefits?'. The content states: 'It depends on when they are hired.' followed by a bulleted list of conditions for SEBB benefits eligibility.

Washington State Health Care Authority

Search In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home

When do new employees start receiving benefits?

It depends on when they are hired.

- In September each year, new school employees who are anticipated to work 630 hours during the school year and whose first day of work is from September 1 through the first day of school, start coverage on their first day of work.
- In general, for school employees anticipated to work 630 hours during the school year whose first day of work is at any other time during the school year, the effective date of coverage is the first day of the month following the day they begin work.
- School employees hired late in the school year but anticipated to work 630 hours or more the following year enter into two categories.
 - Employees hired on a nine- to 10-month basis will be eligible for SEBB benefits on their first day of work if they are anticipated to work at least 17.5 compensated hours a week in six of the last eight full or partial weeks before summer break. Their benefits would begin the first of the month after they begin work.
 - Employees hired on a 12-month basis will be eligible for SEBB benefits on their first day of work if they are anticipated to work at least 17.5 compensated hours a week in six of the last eight full or partial weeks before the end of the school year (August 31). Their benefits would begin the first of the month after they begin work.



Enrollment

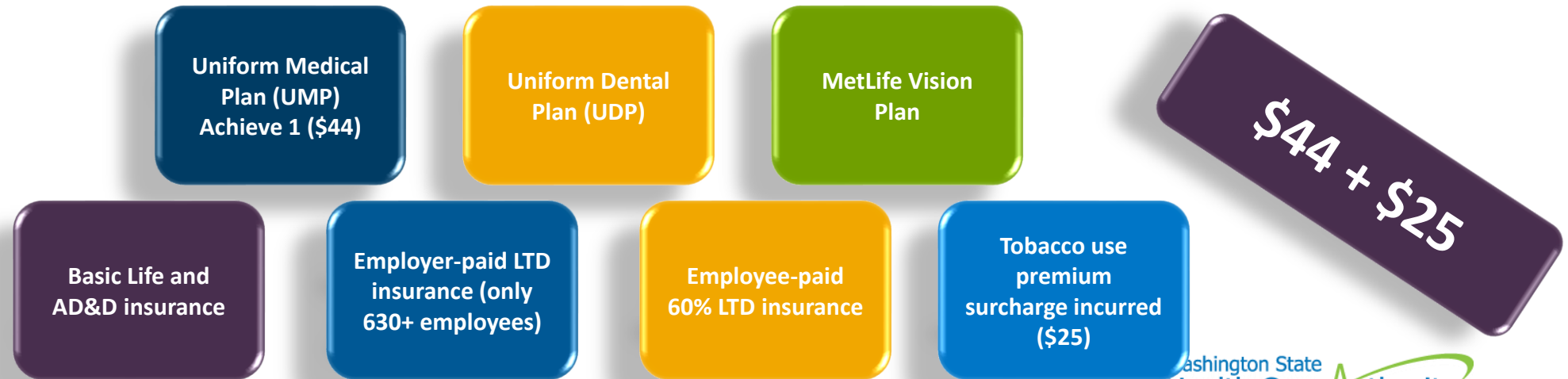
WAC 182-30-080 When must a newly eligible school employee, or a school employee who regains eligibility for the employer contribution, elect school employees benefits board (SEBB) benefits and complete required forms?

WAC 182-31-150 When may subscribers enroll or remove eligible dependents?

Default Enrollment

Elections or required forms must be submitted **within 31 days after the date of eligibility**.

Employees who **do not submit required forms** to enroll or waive your enrollment by the deadline will be automatically enrolled (**defaulted**) as a single subscriber in the following benefits:



Employees will be charged a monthly medical premium and the tobacco use premium surcharge

Default enrollment

Employees who default:

- Cannot enroll:
 - **Dependents**
 - **Flexible Spending Arrangement (FSA)**
 - **Dependent Care Assistance Program (DCAP)**
- Cannot make changes or add dependents until:
 - **Annual Open Enrollment (OE), effective January 1**
 - **Special Open Enrollment (SOE) event occurs**

Benefits Admin Resource

Employee enrollment

- Enrollment requirements
- Adding eligible dependents to coverage
- Dual enrollment
- Waiving medical coverage

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > Enrollment > Enrollment resources > Employee enrollment. The page title is 'Employee enrollment'. The introductory text states: 'Information about the enrollment requirements and processes for when employees become eligible for the employer contribution toward School Employees Benefits Board (SEBB) benefits.' Below this is a section titled 'On this page' with links: 'Enrollment requirements', 'Adding eligible dependents to coverage', 'Dual enrollment', and 'Waiving medical coverage'. A blue box contains the section 'Providing notice of the determination of eligibility' with text: 'SEBB Organizations must provide written notice of the determination of eligibility (or ineligibility) to employees upon hire and when an employee experiences a change in eligibility or work pattern. The notice should be provided within a reasonable time frame as part of the hiring process and employees must have no less than 10 calendar days after the date of notice to elect coverage. (SEBB Policy 11-1). Learn about determining eligibility and providing required the notification using the eligibility worksheets.' The 'Enrollment requirements' section states: 'Newly eligible employees must complete and submit their enrollment elections and dependent verification (DV) documents (if applicable), no later than 31 days after becoming eligible for SEBB benefits (WAC 182-30-080)'. It then asks 'How do newly eligible employees complete their enrollment?' and lists 'Medical, dental, vision, and employee-paid long-term disability (LTD) insurance'. It explains that employees can elect medical, dental, and vision coverage and upload DV documents online using SEBB My Account or by submitting the 'School Employee Enrollment form' and DV to their benefits administrator (BA). It also notes that eligible employees will be automatically enrolled in employee-paid long-term disability (LTD) insurance at the 60-percent coverage level, with options to use SEBB My Account or the 'LTD Enrollment/Change form' to reduce to the 50-percent coverage level or decline employee-paid LTD at any time. Finally, it states that if forms (and required DV if applicable) are received within the required timeframe, BAs enter the enrollment elections in SEBB My Account on behalf of their employees.



Waiving medical coverage

WAC 182-31-080 When may a school employee waive enrollment in school employees benefits board (SEBB) medical and when may they enroll in SEBB medical after having waived enrollment?

Waiving enrollment

School employees may **waive** SEBB medical if enrolled in:

- **Other employer-based group medical insurance**(including SEBB and PEBB)
- **TRICARE**
- **Medicare**

School employee must submit required forms to their Benefits office or SEBB My Account to waive SEBB medical:

- **When newly eligible: No later than 31 days** after the date the employee becomes eligible for SEBB benefits
- **During annual open enrollment (OE): No later than the last day** of OE
- **During a special open enrollment (SOE): No later than 60 days** after the date of the event that created the SOE

If employee waives medical, their dependents cannot be enrolled in medical

hca.wa.gov/sebb-benefits-admins/enrollment/employee-enrollment

Waiving enrollment

School Employees who **waive** enrollment in SEBB medical must enroll in:

- **Dental**
- **Vision**
- **Basic life insurance**
- **Basic AD&D insurance**
- **Employer-paid LTD insurance (only 630+ employees)**

Employees may only **waive SEBB medical, dental, and vision** coverage if enrolled in PEBB medical and dental as a subscriber or a dependent.

If employee waives medical, their dependents cannot be enrolled in medical

hca.wa.gov/sebb-benefits-admins/enrollment/employee-enrollment

Returning from waive

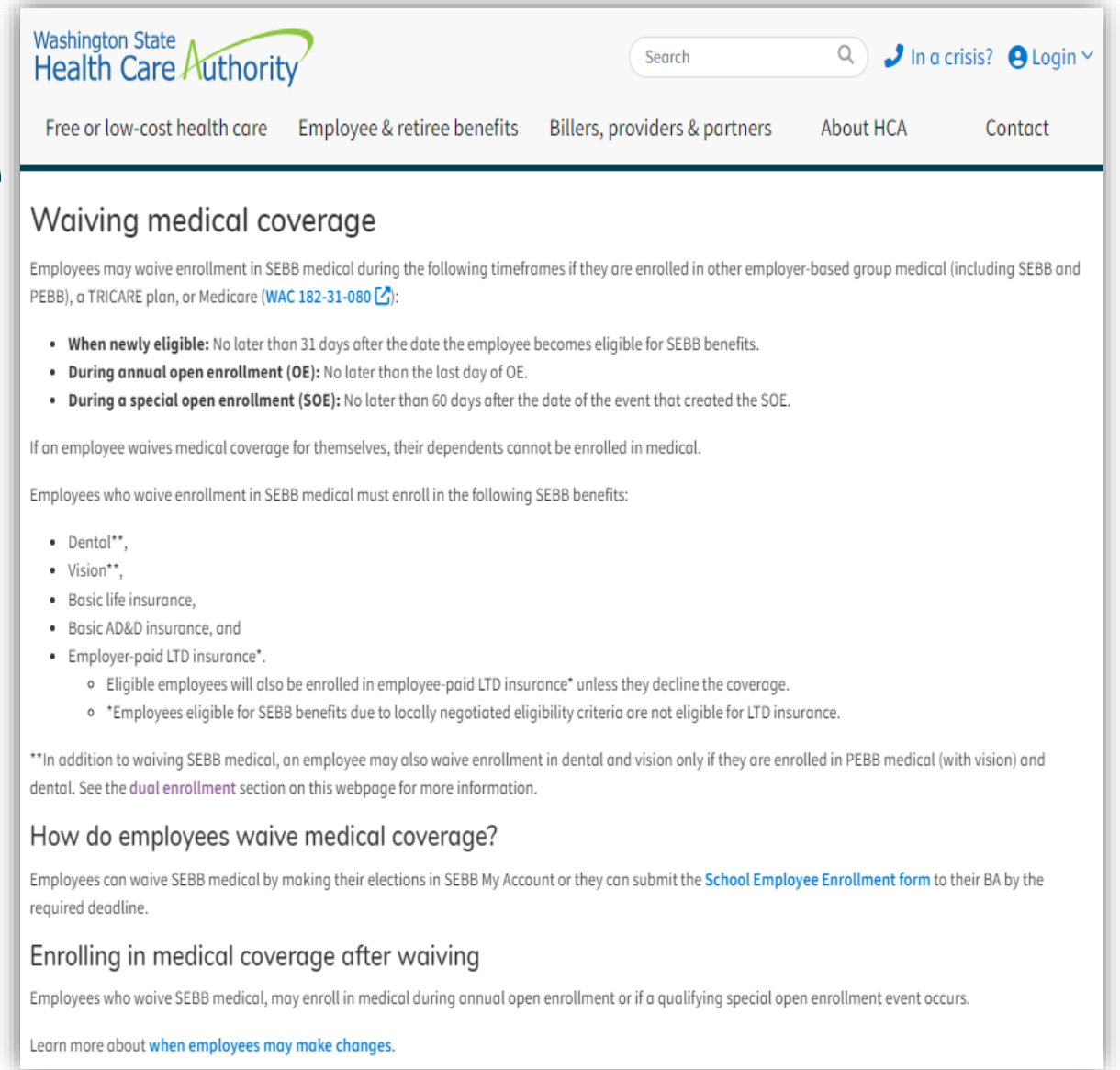
School employees may **enroll** in SEBB medical after waiving:

- During Annual Open Enrollment
 - Coverage will begin January 1 of following year
 - No proof of other coverage required
- During a Special Open Enrollment
 - Form must be received **no later than 60 days** after the event
 - **Requires proof** of the qualifying event
 - Coverage begins **first of following month** for most SOE events
 - Exception: Birth, Adoption, etc...

Benefits Admin Resource

Waiving medical coverage

- How do employees waive medical coverage?
- Enrolling in medical coverage after waiving



The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. A navigation bar lists: 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'.

Waiving medical coverage

Employees may waive enrollment in SEBB medical during the following timeframes if they are enrolled in other employer-based group medical (including SEBB and PEBB), a TRICARE plan, or Medicare ([WAC 182-31-080](tel:182-31-080)):

- **When newly eligible:** No later than 31 days after the date the employee becomes eligible for SEBB benefits.
- **During annual open enrollment (OE):** No later than the last day of OE.
- **During a special open enrollment (SOE):** No later than 60 days after the date of the event that created the SOE.

If an employee waives medical coverage for themselves, their dependents cannot be enrolled in medical.

Employees who waive enrollment in SEBB medical must enroll in the following SEBB benefits:

- Dental**,
- Vision**,
- Basic life insurance,
- Basic AD&D insurance, and
- Employer-paid LTD insurance*.
 - Eligible employees will also be enrolled in employee-paid LTD insurance* unless they decline the coverage.
 - *Employees eligible for SEBB benefits due to locally negotiated eligibility criteria are not eligible for LTD insurance.

**In addition to waiving SEBB medical, an employee may also waive enrollment in dental and vision only if they are enrolled in PEBB medical (with vision) and dental. See the [dual enrollment](#) section on this webpage for more information.

How do employees waive medical coverage?

Employees can waive SEBB medical by making their elections in SEBB My Account or they can submit the [School Employee Enrollment form](#) to their BA by the required deadline.

Enrolling in medical coverage after waiving

Employees who waive SEBB medical, may enroll in medical during annual open enrollment or if a qualifying special open enrollment event occurs.

Learn more about [when employees may make changes](#).



SEBB Benefits



Medical Plans

WAC 182-30-040 Premium payments and premium refunds.

SEBB Benefits Eligible

SEBB organization must offer the following benefits to eligible school employees and their dependents:

Medical

- Wellness benefits

Dental

Vision

Basic & Supplemental Life & AD&D

Employer & Employee-paid LTD

Flexible Spending Arrangement (FSA)

Dependent Care Assistance Program (DCAP)

Benefits Admin Resource

SEBB Benefits

- Medical
- Vision
- Dental
- Long-term disability
- Life and accidental death & dismemberment
- FSA and DCAP Program

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads 'Home > SEBB benefits administrators > SEBB benefits'. The page title is 'SEBB benefits'. The main text describes the SEBB Program, listing medical, dental, vision, life insurance, AD&D insurance, LTD insurance, FSAs, and DCAP. A 'SEBB My Account' button is present. Below are links for 'Visit the SEBB employee website', 'Forms and publications', and 'HCA Support (submit a question)'. A sidebar titled 'Explore benefits' lists: Medical, Vision, Dental, Long-term disability, Life and accidental death & dismemberment, and Flexible Spending Arrangements & Dependent Care Assistance Program. An illustration of a person holding an umbrella is on the right.

Employee & Retiree benefits website

Medical plan premiums

- Medical plan premiums
- Before you enroll
- Surcharges in addition to medical plan premiums
- Premiums for other benefits

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > Employee and retiree benefits > School employees > Medical plan premiums. The page title is 'Medical plan premiums' with the subtitle 'Find out the monthly cost of your medical plan.' A 'On this page' section lists links: 'Medical plan premiums', 'Before you enroll', 'Surcharges in addition to medical plan premiums', and 'Premiums for other benefits'. Below this, a section titled 'Medical plan premiums 2023' lists four plans with expandable arrows: 'Kaiser Permanente NW', 'Kaiser Permanente WA', 'Premera', and 'Uniform Medical Plan (UMP)'. The 'Before you enroll' section contains two steps: 1. Make sure you live in the plan's service area. 2. Contact the plan or check the plan's provider directory to make sure your providers are in the plan's network. The 'Surcharges in addition to medical plan premiums' section states that users will pay the following surcharges in addition to their monthly medical premium if they apply to them, with a bullet point: A \$25-per-account surcharge will apply if you or any dependent enrolled in SEBB medical coverage uses tobacco products.

Benefits Admin Resource

Medical

- Plan availability
- Medical plans
- Member ID cards

The screenshot displays the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. A navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > SEBB benefits > Explore benefits > Medical. The main heading is 'Medical'. Below it, a paragraph states: 'The School Employees Benefits Board (SEBB) Program provides a variety of medical plans for SEBB Organizations.' A light blue box contains the text: 'Have a Health Savings Account related question, including managing employee payroll contributions? Contact HealthEquity's SEBB employer contact, Lana Pech at lpetch@healthequity.com.' A section titled 'On this page' lists three links: 'Medical plan availability', 'SEBB Program medical plans', and 'Member ID cards'. The 'Medical plan availability' section explains that medical plans are available to benefits-eligible employees based on their county of residence and provides a link to 'medical plans available by county and school districts'. The 'SEBB Program medical plans' section advises employees to 'compare medical plans' before selecting a plan or provider. At the bottom, a table lists three plans: 'Plan 1', 'Plan 2', and 'Plan 3', each with a dropdown arrow.

Washington State Health Care Authority

Search

In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > SEBB benefits administrators > SEBB benefits > Explore benefits > Medical

Medical

The School Employees Benefits Board (SEBB) Program provides a variety of medical plans for SEBB Organizations.

Have a Health Savings Account related question, including managing employee payroll contributions?
Contact HealthEquity's SEBB employer contact, Lana Pech at lpetch@healthequity.com.

On this page

- [Medical plan availability](#)
- [SEBB Program medical plans](#)
- [Member ID cards](#)

Medical plan availability

Medical plans offered by the SEBB Program are available to benefits-eligible employees based on their county of residence. Some employees may have more plan options if they work in a district that crosses county lines.

Learn more about [medical plans available by county and school districts](#).

SEBB Program medical plans

Before selecting a plan or provider, employees should [compare medical plans](#) to find out what services are covered, which providers are in-network, and the costs for care.

Kaiser Foundation Health Plan of the Northwest

Plan 1	▼
Plan 2	▼
Plan 3	▼



Health Savings Account (HSA)



HealthEquity®

HSA Employer Contribution

2024 HSA employer contribution amounts at:

Coverage Type	2024	
Single subscriber	\$31.25 per month	\$375 per year
All other tiers	\$62.50 per month	\$750 per year

The infographic is titled "HSAs empower health savings ...and empower for the future". It lists several benefits of HSAs: "Qualifying plans typically have lower premiums", "HSA contributions are tax-free (federal and state*)" with a note that eligible contributions are taxed by states CA and NJ, and "Your contributions lower your tax liability". It also states "Your HSA balance rolls over every year", "The account is yours even if you change jobs, insurance plans, or retire", and "You can invest your HSA funds and the interest you earn is tax-free". A section titled "How can you benefit from an HSA?" asks the user to "Answer two simple questions to find out how you can save and win with an HSA" and includes a "WIN WITH AN HSA" button. Another section titled "SAVING THE DAY with an HSA" features a piggy bank icon and a "PLAY VIDEO" button. The graphic concludes with an illustration of a superhero figure.

Employer contributions deposited on the last day of each month into employees HSA

hca.wa.gov/employee-retiree-benefits/school-employees/health-savings-accounts-hsas

HSA Annual Maximum Contribution

2024 IRS Maximum HSA employee contribution amounts:

Coverage Type	2024
Single subscriber	\$4,150 per year
All other tiers	\$8,300 per year
Members age 55+	Additional +\$1,000 per year

■ Indicates an increase
■ Indicates an decrease

Submit *School Employee Authorization for Payroll Deduction to Health Savings Account (HSA) form* to their payroll and benefits office or Contact HealthEquity if making direct contributions (after-tax basis)

Reminder: All contributions including SmartHealth \$125 wellness incentives (if earned) **must not exceed** the IRS maximum.

Employees can increase or decrease HSA contributions at anytime during the year.


IRS Minimum Deductibles

2024 IRS Minimum Deductible for UMP HDHP.

Coverage Type	2024
Single subscriber	\$1,600
All other tiers	\$3,200

■ Indicates an increase
■ Indicates a decrease

INVEST YOUR HSA




By taking advantage of the investment options, you can maximize your tax-free earning potential.

[HOW TO INVEST YOUR HSA](#)

ADVISOR™


powered by
HealthEquity Advisors, LLC



Receive personalized guidance and advice on how to diversify and invest your HSA funds through Advisor.

[LEARN MORE](#)


SAVE NOW, CASH IN LATER



Earn tax-free interest on your HSA balance when you pay medical expenses out of pocket and reimburse yourself later.

[VIEW VIDEO](#)

FUTURE BALANCE CALCULATOR



Estimate how much you'll be saving with your HSA dollars and in taxes for retirement.

[VIEW CALCULATOR](#)

Benefits Admin Resource

Health savings accounts (HSAs)

- What is a health savings account?
- What is a high-deductible health plan (HDHP)?
- Is an HDHP right for me?
- Am I eligible?
- What contributions are allowed?
- What happens to my HSA when I leave the HDHP?
- Are there special considerations if I enroll in an HDHP mid-year?

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > Employee and retiree benefits > School employees > Medical plans & benefits > Health savings accounts (HSAs). The page title is 'Health savings accounts (HSAs)'. The introductory text states that HSAs are available to subscribers in a SEBB high-deductible health plan (HDHP) and can be used for IRS-qualified, out-of-pocket medical expenses. It also mentions compatibility with a Limited Purpose Flexible Spending Arrangement (FSA) and the Dependent Care Assistance Program (DCAP). A 'On this page' section lists links to various topics: 'What is a health savings account (HSA)?', 'What is a high-deductible health plan (HDHP)?', 'Is an HDHP right for me?', 'Am I eligible?', 'What contributions are allowed?', 'What happens to my HSA when I leave the HDHP?', and 'Are there special considerations if I enroll in an HDHP mid-year?'. The main content area starts with 'What is a health savings account (HSA)?', explaining that an HSA is a tax-exempt account where contributions are not taxed. It notes that enrolling in an HDHP automatically enrolls you in an HSA, with the SEBB Program contributing each month. A list of eligible expenses includes IRS-qualified out-of-pocket medical expenses (like deductibles, copays, and coinsurance) and qualified expenses for spouses or other tax dependents. A final note states that the HSA balance can grow over time, earn interest, and be used for health care as needed. A blue button on the right says 'Need to manage your HSA?' with a link to 'Visit HealthEquity'.

Washington State Health Care Authority

Search In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > Employee and retiree benefits > School employees > Medical plans & benefits > Health savings accounts (HSAs)

Health savings accounts (HSAs)

Health savings accounts (HSAs) are available to subscribers enrolled in a SEBB high-deductible health plan (HDHP). You can use your HSA to pay for IRS-qualified, out-of-pocket medical expenses.

The HSA is compatible with a [Limited Purpose Flexible Spending Arrangement \(FSA\)](#) and the [Dependent Care Assistance Program \(DCAP\)](#).

On this page

- [What is a health savings account \(HSA\)?](#)
- [What is a high-deductible health plan \(HDHP\)?](#)
- [Is an HDHP right for me?](#)
- [Am I eligible?](#)
- [What contributions are allowed?](#)
- [What happens to my HSA when I leave the HDHP?](#)
- [Are there special considerations if I enroll in an HDHP mid-year?](#)

What is a health savings account (HSA)?

An HSA is a tax-exempt account, which means money you contribute is not taxed. When you enroll in an HDHP, you are automatically enrolled in an HSA. The SEBB Program contributes to your HSA each month.

With an HSA you can pay for:

- [IRS qualified out-of-pocket medical expenses](#) (like deductibles, copays, and coinsurance) including some expenses and services that your health plans may not cover.
- Qualified expenses for your spouse or other tax dependents, even if they aren't covered on your medical, dental, and vision plans.

Your HSA balance can grow over the years, earn interest, and build savings that you can use to pay for health care as needed. The money is yours, even if you change health plans, get a new job, or retire.

Need to manage your HSA?

[Visit HealthEquity](#)



Premium surcharges

WAC 182-30-050 What are the requirements regarding premium surcharges?

Premium surcharge

Tobacco use premium surcharge

- A **monthly \$25 surcharge per account** will be added, regardless of the number of tobacco users enrolled on the account, including the monthly medical premium, if:
 - Employee or any dependent(s), **age 13 and older** and enrolled in SEBB medical, uses a tobacco product.
 - "Tobacco use" means tobacco products **used within the past two months**.
 - Does **not include** the religious or ceremonial use of tobacco.

Spouse or state-registered domestic (SRDP) partner coverage premium surcharge

- A **monthly \$50 surcharge per month** will be added, in addition to an employee's medical premium, if:
 - Employee is enrolling a spouse or SRDP in **SEBB medical**, and
 - Spouse/SRDP has chosen **not to enroll in medical coverage available through their own employer**, which is comparable to the Public Employees Benefits Board (PEBB) Program's UMP Classic plan.

Surcharges do not apply if not enrolled in SEBB medical

Benefits Admin Resource

Premium surcharges

- Tobacco use premium surcharge
- Spouse or SRDP coverage premium surcharge
- Employees may be required to reattest to the spousal surcharge during annual OE
- How can I learn which employees are required to reattest?
- How do I access the Attestations Report?

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > Enrollment > Enrollment resources > Premium surcharges. The page title is 'Premium surcharges'. Below the title, a paragraph states: 'Information for all employers regarding the premium surcharges associated with enrolling in a School Employees Benefits Board (SEBB) medical plan.' A section titled 'On this page' lists five links: 'Tobacco use premium surcharge', 'Spouse or state-registered domestic partner coverage premium surcharge', 'Employees may be required to reattest to the spousal surcharge during annual OE', 'How can I learn which employees are required to reattest?', and 'How do I access the Attestations Report?'. A paragraph follows: 'The Legislature requires two premium surcharges that employees will pay for, if applicable, in addition to their monthly medical plan premium (WAC 182-30-050)'. Below this is a bulleted list of the two surcharges: 'Tobacco use premium surcharge' and 'Spouse or state-registered domestic partner coverage premium surcharge'. A light blue box contains the heading 'What if SEBB medical is waived?' and the text 'The surcharges do not apply when SEBB medical is waived.' The next section is titled 'Tobacco use premium surcharge' and contains a paragraph: 'A **monthly \$25 surcharge** will be added, in addition to an employee's medical premium, if the employee or any dependent(s), age 13 and older and enrolled in SEBB medical, uses a tobacco product.' It also includes a definition of 'Tobacco use' and a link to 'tobacco use and what tobacco products apply'. A final paragraph states: 'Employees are **not required to attest** (respond) to the tobacco use surcharge if SEBB medical is waived or for dependents who are under age 13.' At the bottom, a link 'When are employees required to attest to the tobacco surcharge?' is shown with a dropdown arrow.



Dental Plans

Eligible school employees pay no monthly premiums for dental insurance benefits.

Dental Plans

SEBB offers three dental plans to choose from:

Managed Care Plans

- **DeltaCare (Group#09601)**
- **Willamette Dental (Group WA 733)**

Preferred Provider Plan

- **Uniform Dental Plan (UDP) (Group #9600)***

Check with your dental plan to see if your provider is in the plan's network.

- All eligible employees
- Employer paid
- May not waive
- No cost to add dependents

* Indicates default dental plan.

hca.wa.gov/sebb-benefits-admins/dental

Delta Dental of Washington Plans

Delta Dental of Washington

- Administers both:
 - **DeltaCare** (Group 09601)
 - Managed care plan (Narrow network)
 - **Uniform Dental Plan (UDP)** (Group 09600)
 - Preferred-provider plan

Network of providers

- Different network of providers
- Call the plan directly to verify which network your dentist participates in not the provider
- Visit the contact the plan section of the SEBB webpage for plan contact information

Don't confuse these dental plans!

Benefits Admin Resource

Dental

- Dental plan availability
- SEBB Program dental plans
- Member ID cards

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > SEBB benefits > Explore benefits > Dental. The page title is 'Dental'. The main content area states: 'The School Employees Benefits Board (SEBB) Program provides a variety of dental plans for SEBB Organizations.' It then has a section for 'Dental plan availability' explaining that plans are available to all eligible employees and that users should 'compare dental plans' before selecting. Below this is a section for 'SEBB Program dental plans' which includes a table for 'Cost for dental coverage' (noted as included in the total rate) and a list of three plans: DeltaCare, Uniform Dental Plan, and Willamette Dental Group, each with a dropdown arrow. A 'Member ID cards' section follows, explaining that a welcome packet is mailed and a member ID card may also be mailed. It lists that DeltaCare will mail ID cards, while the Uniform Dental Plan and Willamette do not. A final note directs employees to 'contact their dental plan' for questions.

Washington State Health Care Authority

Search In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > SEBB benefits administrators > SEBB benefits > Explore benefits > Dental

Dental

The School Employees Benefits Board (SEBB) Program provides a variety of dental plans for SEBB Organizations.

Dental plan availability

Dental plans offered by the SEBB Program are available to all benefits eligible employees.

Before selecting a plan or provider, employees should [compare dental plans](#) to find out what services are covered, which providers are in-network, and the costs for care.

SEBB Program dental plans

Cost for dental coverage
The cost for dental coverage is included in the total rate , paid by the employer for eligible employees.

DeltaCare	▼
Uniform Dental Plan	▼
Willamette Dental Group	▼

Member ID cards

Once an employee is enrolled, a welcome packet or letter is mailed to the employee by the plan. A member ID card may also be mailed depending on the dental plan that is selected:

- DeltaCare will mail member ID cards.
- The Uniform Dental Plan (UDP) does not mail ID cards. Employees may download their ID card by signing into their account on the [UDP website](#).
- Willamette does not mail or provide ID cards.

Direct employees to [contact their dental plan](#) for questions about member ID cards.



One Moment Please

while we transition to another speaker



Vision Plans

Eligible school employees pay no monthly premiums for vision insurance benefits.

Vision Plans

SEBB offers three vision plans to choose from:

- **Davis Vision by MetLife**
- **EyeMed**
- **MetLife Vision***

- All eligible employees
- Employer paid
- May not waive
- No cost to add dependents

The network of providers are different

- Call the plan to verify which network your provider participates in

Vision plans offered by the SEBB Program are available to all benefit eligible employees.

* Indicates default vision plan.

hca.wa.gov/sebb-benefits-admins/sebb-benefits/vision

Benefits Admin Resource

Vision

- Plan availability
- SEBB Program vision plans

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for "In a crisis?" and "Login". The main navigation bar lists "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The breadcrumb trail reads: Home > SEBB benefits administrators > SEBB benefits > Explore benefits > Vision. The page title is "Vision". The main text states: "The School Employees Benefits Board (SEBB) Program provides a variety of vision plans for SEBB Organizations." Below this, the section "Plan availability" explains that vision plans are available to all eligible employees and advises comparing vision plans before selection. The "SEBB Program vision plans" section includes a box for "Cost for vision coverage" and a list of three vision plans: "Davis Vision by MetLife", "EyeMed", and "MetLife Vision", each with a dropdown arrow.

Washington State Health Care Authority

Search In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > SEBB benefits administrators > SEBB benefits > Explore benefits > Vision

Vision

The School Employees Benefits Board (SEBB) Program provides a variety of vision plans for SEBB Organizations.

Plan availability

Vision plans offered by the SEBB Program are available to all benefits eligible employees.

Before selecting a plan or provider, employees should [compare vision plans](#) to find out what services are covered, which providers are in-network, and the costs for care.

SEBB Program vision plans

Cost for vision coverage

The cost for vision coverage is included in the total [rate](#), paid by the employer for eligible employees.

Davis Vision by MetLife

EyeMed

MetLife Vision



Life and Accidental Death & Dismemberment (AD&D)

Life and accidental death and dismemberment (AD&D) insurance administration manual (MetLife)

Life Insurance

Employee Basic Life

- \$35,000 coverage
- Employer paid
- May not waive

Supplemental Life

- Life insurance coverage
 - Up to \$1 million
 - Purchase in \$10,000 increments
- Guaranteed Issue
 - Up to \$500,000
 - If applying during first annual open enrollment period or
 - Within 31-day election window

Supplemental Life

Employee pays for:

- Employee
- Spouse / SRDP
- Child(ren)

Evidence of Insurability (EOI)

EOI is required when applying for Supplemental Life insurance

Newly Eligible

Requesting >
Employee \$500,000
Spouse/SRDP
\$100,000

Making Changes

after **31-day**
election period

Special Open Enrollment

After **60-day SOE**
when adding
a spouse/SRDP

Accidental Death & Dismemberment (AD&D)

Employee Basic AD&D

- \$5,000 coverage
- Employer paid
- May not waive

Supplemental AD&D

- Employee Coverage
 - Up to \$250,000
 - Purchase in \$10,000 increments

Supplemental AD&D

Employee pays for:

- Employee
- Spouse / SRDP
- Child(ren)

(EOI Never Required)

Basic and Supplemental Life Insurance and Accidental Death & Dismemberment Insurance

Administration Manual for
Benefits Administrators



Basic and Supplemental Life Insurance and Accidental Death & Dismemberment Insurance

Administration Manual for
Benefits Administrators

Last updated: November 2022

Benefits Admin Resource

Life and Accidental Death & Dismemberment

- What are basic and supplemental life and AD&D insurance?
- What are MetLife Advantages?
- Enrolling in life and AD&D insurance
- When does coverage begin?
- When are changes effective?
- Enrollment extension

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > SEBB benefits > Explore benefits > Life and accidental death & dismemberment. The page title is 'Life and accidental death and dismemberment'. The content explains that the SEBB Program provides life and accidental death and dismemberment benefits (AD&D) for all SEBB organizations, and that MetLife processes enrollment and claims. It lists resources such as the 'Life and AD&D administration manual' and 'Life and AD&D forms and publications', including links to the 'Certificate of Coverage (COC)' for different employee groups, 'MetLife's MyBenefits portal', and various forms like 'MetLife Enrollment/Change form', 'Beneficiary Designation form', 'Cancellation of supplemental life and AD&D insurance form', and 'Notification of enrollment extension form'. A blue call-to-action box on the right says 'Access life and AD&D resources, including forms and documents.' with a button to 'Visit MetLife's website'. At the bottom, there are three sections: 'Contact' (with MetLife contacts for benefits administrators, client services consultant Chelsi Leverenz, and billing/remittance contacts), 'Related forms and publications' (with links to SEBB MetLife Admin Manual, MetLife Advantages for SEBB members, and MetLife Privacy Notice), and 'Related links' (with links to Forms and publications and Rates information).



Long-term Disability Insurance

SEBB Administration Manual for SEBB Benefits Administrators

Employer-paid LTD and Employee-paid LTD

Employer-paid LTD

Employer-Paid LTD insurance rates will **remain the same** for the 2024 plan year at no cost to the employee.

Minimum Benefit

\$100/month

Maximum Benefit

(\$400/month)

60 % of the first \$667 of your predisability earnings (monthly base pay), reduced by deductible income.

Employee-paid LTD

Employee-Paid LTD insurance rates will **remain the same** for the 2024 plan year.

Minimum Benefit

\$100/month

Maximum Benefit

(60%)\$10,000/month or

(50%)\$8,333/monthly

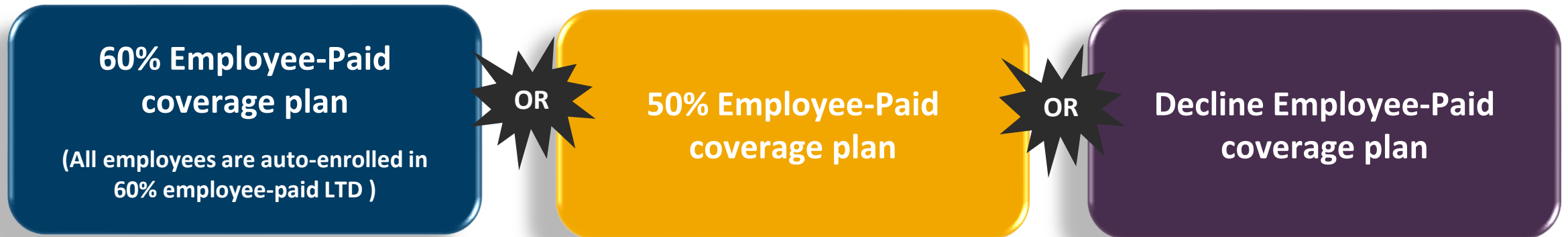
of the first \$667 of your predisability earnings (monthly base pay), reduced by deductible income.

Benefits start after the benefit-waiting period

hca.wa.gov/sebb-benefits-admins/long-term-disability

Employee-paid LTD coverage options

All eligible school employees will be offered **three options**:

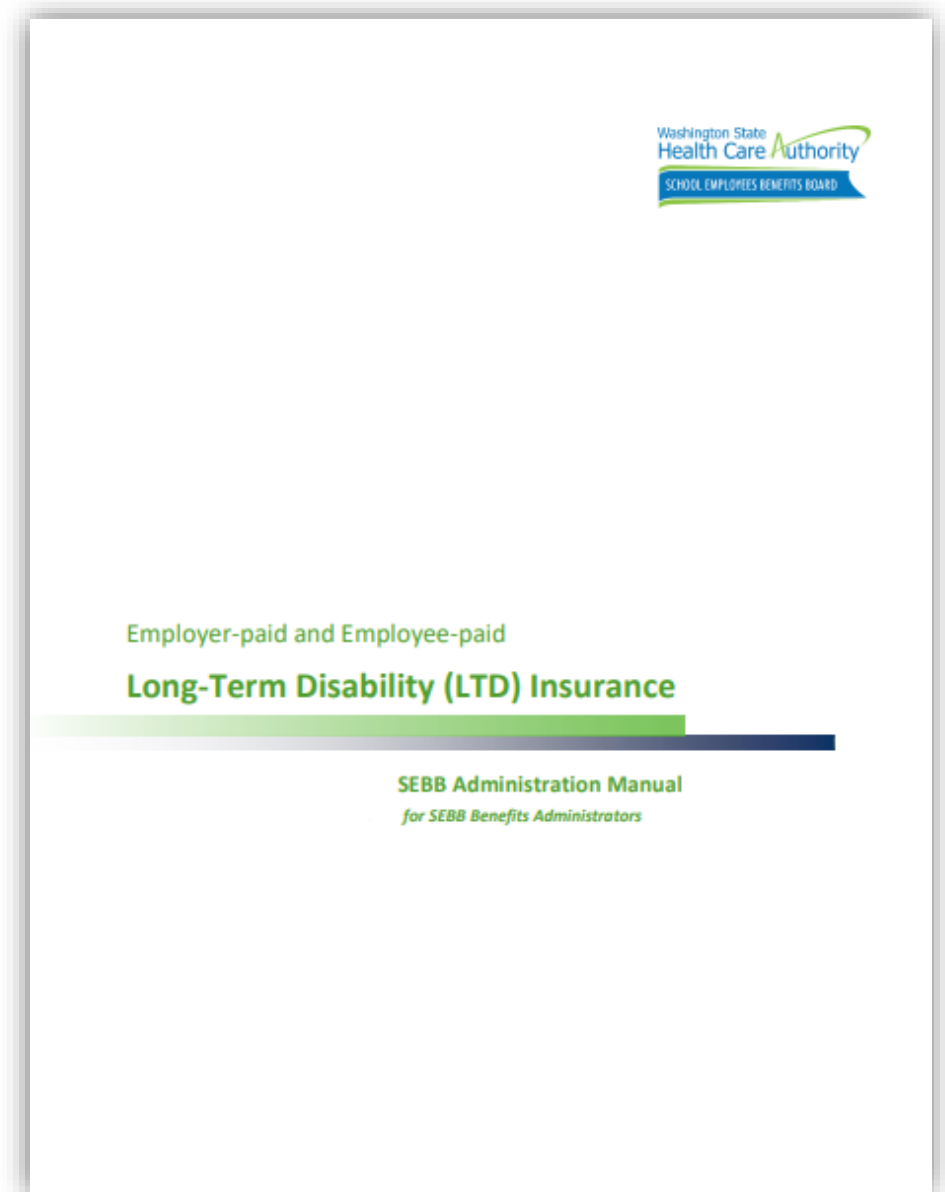


School employees who decline will remain enrolled in employer-paid LTD coverage.

hca.wa.gov/sebb-benefits-admins/sebb-benefits/long-term-disability

Long-Term Disability (LTD) Insurance

SEBB Administration Manual
for SEBB Benefits Administrators



Benefits Admin Resource

Long-term disability

- LTD Administration Manual
- LTD Process Map for BAs
- LTD FAQ for benefits administrators
- Billing administration checklist
- Plan Booklet
- Enrollment/Change form
- Evidence of Insurability
- Claim packet

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > SEBB benefits > Explore benefits > Long-term disability. The page title is 'Long-term disability'. The main text states: 'The Public Employees Benefits Board (PEBB) Program provides long-term disability (LTD) benefits for all SEBB organizations.' It then says: 'The Standard Insurance Company processes claims and provides customer service for these benefits.' A paragraph follows: 'Newly eligible SEBB employees will be automatically enrolled in employee-paid LTD insurance at the 60 percent coverage level. Employees can elect a 50 percent coverage level or decline the employee-paid benefit at any time in SEBB My Account. A 90-day benefit waiting period will apply to both the 60 percent and 50 percent coverage levels.' Another paragraph states: 'The monthly employee-paid LTD premium is based on the elected coverage level (either 60 percent or 50 percent), the employee's age, and their monthly predisability earnings (base pay).' A blue call-to-action box on the right says: 'Access LTD resources, including the option to file a claim online.' Below it is a button: 'Visit the Standard's website'. A light blue box contains the heading 'The employer-paid monthly LTD rate for 2023' and the text: 'The employer-paid monthly LTD rate of \$2.10 will remain the same for the 2023 plan year.' The main content area continues with: 'Employees who decide to enroll in or increase coverage outside of their 31-day eligibility window will have to complete and submit the Long-Term Disability Enrollment/Change form to their payroll or benefits office for processing in SEBB My Account and the Evidence of Insurability (EOI) form to The Standard Insurance Company for approval. Benefits administrators will keep the enrollment form and await Standard's EOI decision before enrolling the employee in SEBB My Account.' It then states: 'The maximum monthly benefit for employee-paid LTD is \$10,000, which would be based on a monthly salary of \$16,667. BAs should ensure that they are not calculating the premium on a monthly salary that is more than \$16,667.' A note says: 'To learn more, review the LTD FAQ for Benefits Administrators and visit the Long-term disability insurance page for school employees.' The section 'Why employees might need supplemental LTD insurance coverage' lists two bullet points: 'The SEBB basic (employer-paid) LTD benefit pays only a maximum benefit of \$400 a month. Employees must enroll in the supplemental LTD insurance to receive the higher maximum monthly benefit up to \$10,000, based on their salary.' and 'Consider whether they could meet their financial commitments if they were unable to work for an extended time due to an illness or injury. LTD insurance will help them pay for things such as groceries, bills, rent/mortgage, family care, and other living expenses.'



Flexible Spending Arrangement (FSA) & Dependent Care Assistance Program (DCAP)

WAC 182-30-100 When may a school employee enroll, or revoke an election and make a new election under the premium payment plan, medical flexible spending arrangement (FSA), limited purpose FSA, or dependent care assistance program (DCAP)?

Navia Benefits

SEBB Program allows eligible employees to set aside money from their paychecks on a pretax basis to pay for qualified expenses each plan year (**January 1-December 31**).

Medical Flexible Spending Arrangement (FSA)

- Spend on eligible out-of-pocket **medical expenses, including annual deductibles, copays, coinsurance, Rx, dental and vision expenses**
- Subscriber and qualified dependents
- Cannot have Medical FSA and HSA
- Funds are available immediately

Limited Purpose FSA (LPFSA)

- Spend on eligible out-of-pocket **dental and vision expenses**
- Intended for members enrolled in the UMP High-Deductible Health Plan with an HSA
- Subscriber and qualified dependents
- Funds are available immediately

Dependent Care Assistance Program (DCAP)

- Reimburses **qualifying childcare or elder care expenses**
- Include babysitting, day care, elder day care, preschool, and registration fees while the employee works, is looking for work, or attends school full-time
- Funds will be available as payroll deductions are taken

Personal expense accounts that allow participants to set aside a portion of their salary pre-tax.

hca.wa.gov/sebb-benefits-admins/sebb-benefits/flexible-spending-arrangements-and-dependent-care-assistance-program

2024 Contribution Limits

	Medical FSA	Limited Purpose FSA	DCAP
Minimum annual contribution	\$120	\$120	\$120
Maximum annual contribution	\$3,050 (Up from \$2,850)	\$3,050 (Up from \$2,850)	Single or Married filing jointly \$5,000 annually If married filing separately \$2,500 annually
Compatible with HDHP/HSA	No	Yes	Yes
Eligible Expense Types	Medical, Rx, Dental, Vision	Dental, Vision	Dependent care costs, ex. Day care, elder care
Allows Carryover	Yes	Yes	No

Visit Navia website for more information.

hca.wa.gov/sebb-benefits-admins/flexible-spending-arrangements-and-dependent-care-assistance-program

2024 Carryover Limit

Medical FSA and Limited Purpose FSA carryover amount will increase to **\$610** (Up from \$570) effective: **January 1, 2024**

Applies to Medical FSA and Limited Purpose FSA.
(Does NOT apply to DCAP)

To receive carryover, employee must enroll in the 2024 plan year or have at least \$120 left in their 2023 FSA.

Any amount under \$120 will be forfeited unless participants enroll in an FSA for 2024.

Any funds above \$610 will be forfeited to HCA.

Employees who enroll in the HDHP w/HSA in 2024 will be eligible to receive carryover. Carryover will move into a LPFSA.

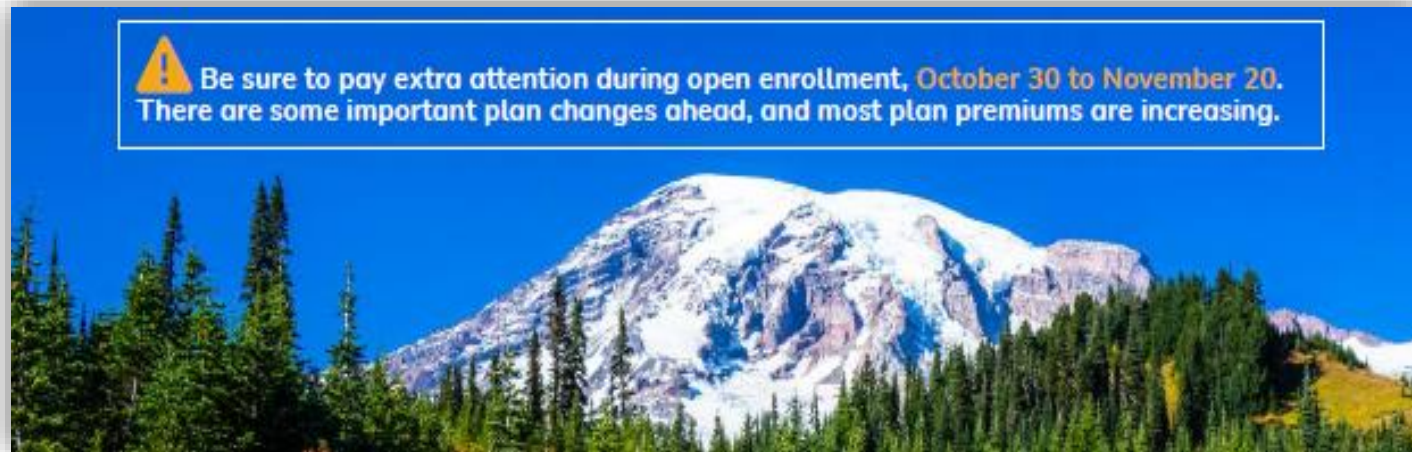
Medical FSA and LPFSA unused FSA funds up to \$610 will be rolled over to 2025.

hca.wa.gov/sebb-benefits-admins/sebb-benefits/flexible-spending-arrangements-and-dependent-care-assistance-program

Plan Year Deadlines

Last day to incur services/expenses by **December 31, 2023.**

Last day to submit reimbursement claims by **March 31, 2024.**



Benefit Admin Resource

Navia Website Forms & Documents

- 2024 FSA Enrollment Guide
- 2024 DCAP Enrollment Guide
- 2024 Limited Purpose FSA Enrollment Guide
- All 2024 forms and letters



2024 School Employees Benefits Board (SEBB) Program Medical Flexible Spending Arrangement (FSA) Enrollment Guide

How you can use your pre-tax earnings to pay for health care expenses



Benefits Admin Resource

Flexible Spending Arrangements and Dependent Care Assistance Program.

- What is an FSA or DCAP Program?
- Who is eligible to participate?
- When can employees enroll or make changes?
- Transferring to another SEBB organization
- Loss of eligibility or ending employment

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > SEBB benefits > Explore benefits > Flexible Spending Arrangements & Dependent Care Assistance Program. The page title is 'Flexible Spending Arrangements and Dependent Care Assistance Program'. The introductory text states: 'The School Employees Benefits Board (SEBB) Program provides Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP) benefits for SEBB organizations. Navia Benefits Solutions processes claims and provides customer service for these benefits.' A 'On this page' section lists links: 'What is a Flexible Spending Arrangement or the Dependent Care Assistance Program?', 'Who is eligible to participate?', 'When can employees enroll or make changes?', 'Transferring to another SEBB organization', 'Loss of eligibility or ending employment', 'Processing enrollments and changes', 'Payroll deduction guidelines', and 'Administrative fees and responsibilities'. The main content area starts with the heading 'What is a Flexible Spending Arrangement or the Dependent Care Assistance Program?' followed by text: 'The SEBB Program's Medical Flexible Spending Arrangement (FSA), Limited Purpose FSA, and Dependent Care Assistance Program (DCAP) allow eligible employees to **set aside money** from their paychecks **on a pretax basis to pay for qualified expenses each plan year** (January 1-December 31).' A note at the bottom says: 'For a summary of the Medical FSA, Limited Purpose FSA, and DCAP benefits, click on each item below.' On the right side, there is a blue box with the text 'Ready to submit payroll files and signed forms?' and a button that says 'Visit Navia's employer portal' with an external link icon.



SmartHealth

At no extra cost, Washington Wellness helps organizations participating in the School Employees Benefits Board (SEBB) Program build, grow, and sustain an effective wellness program.

- Smart Health
- Living Tobacco Free

Smart Health

The **\$125** SEBB Health incentive.

- Deadlines for completing the financial incentive requirements:

Subscriber Type	Deadline
Current SEBB medical plan subscriber	November 30, 2024
New SEBB medical plan subscriber with a medical effective date in January-September 2024	November 30, 2024
New SEBB medical plan subscriber with a medical effective date in October-December 2024	December 31, 2024

High-Deductible Health Plan:

One-time deposit of \$125 into the Health Savings Account (HSA) at the end of January.

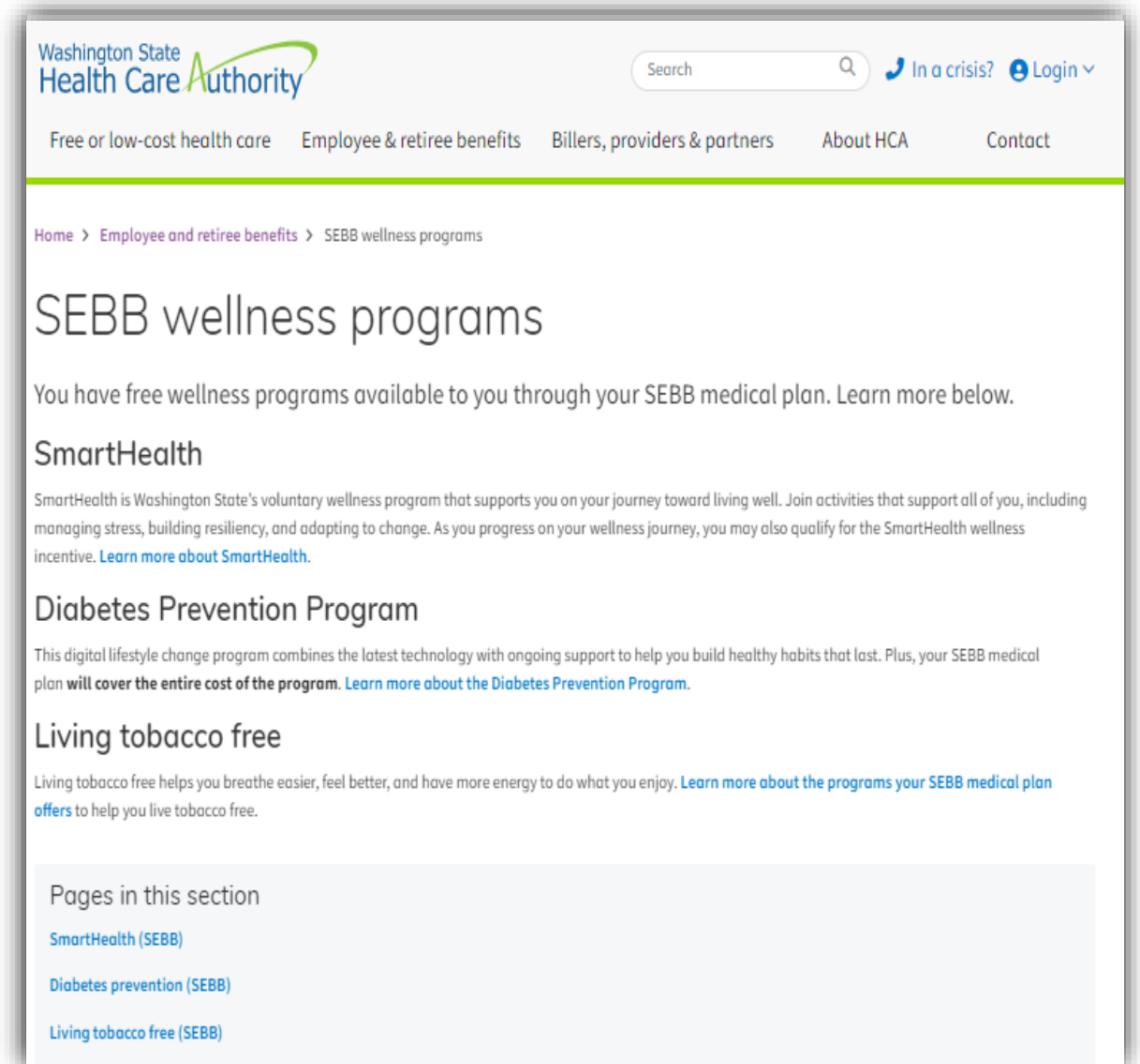
All other plans:

\$125 reduction to the SEBB medical plan deductible at the end of January.

Employee and retiree benefits website

SmartHealth (SEBB)

- SmartHealth
- Living tobacco free
- Diabetes Prevention Program
- Work with Washington Wellness





Making Changes

WAC 182-30-090 When may a subscriber change health plans?

Benefits Admin Resource

When employees may make changes

- Annual open enrollment
 - Making changes during annual open enrollment
 - How do employees make changes during annual open enrollment?
 - Changes that can/cannot be made in SEBB My Account
- Special open enrollment
- Changes that can be made at any time

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > Enrollment > Enrollment resources > When employees may make changes. The page title is 'When employees may make changes'. The introductory text states: 'Find information for benefits administrators (BAs) about how and when employees may change their School Employees Benefits Board (SEBB) coverage. Most changes can be made during annual open enrollment or during a special open enrollment.' Below this is a section titled 'On this page' with three links: 'Annual open enrollment', 'Special open enrollment', and 'Changes that can be made at any time'. The main content section is titled 'Annual open enrollment' and explains that during the annual open enrollment period (October 30-November 20 for 2023), employees can make changes to their SEBB benefits effective January 1. A bulleted list of changes includes: Change medical, dental, and vision plans; Add or remove eligible dependents (with a note on dependent verification); Waive medical coverage (with details on waiving SEBB medical for PEBB medical and dental, and waiving SEBB dental and vision for PEBB medical); Enroll in a medical plan (if previously waived); Attest or reattest to spouse or domestic partner (SRDP) coverage premium surcharge; Enroll or reenroll in a Medical Flexible Spending Arrangement (FSA) or Limited Purpose FSA and/or the DCAP (with a note on reenrollment); and Enroll in or opt out of the state's premium payment plan. The section concludes with 'How do employees make changes during annual open enrollment?' and states that most changes can be made using SEBB My Account, while others may require a form. The page footer mentions 'Changes that can be made in SEBB My Account'.



Special Open Enrollment (SOE)

SEBB Program Administrative Policy 45-2 Special Open Enrollment (SOE)
Addendum 45-2A Special Open Enrollment (SOE) matrix: summary of permitted election changes

What is a special open enrollment?

A qualifying event that occurs outside of annual open enrollment that allows an employee to make changes to their coverage.

- Employees have **no later than 60 days** after the SOE event
 - Change must be consistent with the event that triggered the SOE
 - SEBB Administrative Policy 45-2, Addendum 45-2A

Remind employees to complete enrollment as soon as possible

- For most SOE events coverage effective date is prospective
 - Coverage begins on the first of the month following

Special Open Enrollment Matrix

Addendum 45-2A

Special open enrollment (SOE) matrix: Summary of permitted election changes (effective 1/1/2024)

This matrix only summarizes special open enrollment events in chapters 182-30 and 182-31 WAC and the corresponding actions that are allowed. It does not describe other circumstances such as initial eligibility, open enrollment, termination for loss of eligibility, or National Medical Support Notices. Notification of the SOE event **must be received no later than sixty (60) days after the event occurs**, except for birth/adoption SOE event #3.

► Provides example(s) of Internal Revenue Service (IRS) "consistency rule;" the election change must be allowable under Internal Revenue Code and Treasury regulations and correspond to and be consistent with the event that creates the SOE.

Events below may create a <u>Special Open Enrollment</u> :		Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below. This list is not all inclusive. See SEBB policy 31-1 for additional valid verification documents. Documents listed in this column are used to verify evidence of the SOE.	Change Health Plan Election ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) 182-30-090	Enroll Eligible Dependent(s) in Health Plan Coverage ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) 182-31-150	Remove Eligible Dependent(s) from Health Plan Coverage ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) 182-31-150	Waive Enrollment in Medical (School employees Only) 182-31-080	Return from Waived Enrollment in Medical (School employees Only) 182-31-080	Enroll In or Change Premium Payment Plan (School employees Only) 182-30-100	Enroll In or Change Medical FSA or Limited Purpose FSA (School employees Only) 182-30-100	Enroll In or Change DCAP (School employees Only) 182-30-100
1	MARRIAGE The subscriber acquires a new dependent due to marriage. <i>The required form must be received no later than 60 days after the date of marriage.</i>	• Marriage certificate	► Allowed only if the subscriber enrolls a new spouse. Effective Date The new plan effective date is the first of the month after the later of: (a) Date of marriage, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the effective date is that day.	► The subscriber may enroll a new spouse and any dependent children of the spouse. Existing uncovered dependents may <u>not</u> be enrolled. Enrollment Date Enrollment is effective the first day of the month after the later of: (a) Date of marriage, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment date is that day.	► Allowed only if the dependent enrolls in the new spouse's employer-based group health plan. Remove Date Remove the dependent from coverage the last day of the month of the later of: (a) Date of marriage, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the remove date is the last day of the previous month.	► Allowed only if the school employee enrolls in medical under the new spouse's employer-based group health plan. Waive Date Waive coverage the last day of the month of the later of: (a) Date of marriage, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the waive date is the last day of the previous month.	► The school employee may enroll in order to enroll a new spouse or children acquired through the marriage. Existing uncovered dependents may not be enrolled. Enrollment Date Enrollment is effective the first day of the month after the later of: (a) Date of marriage, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.	► Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment. Premiums may be collected pre-tax if a spouse and/or dependents qualify as tax dependents (unless otherwise requested).	► The school employee may enroll or increase election for a tax-dependent spouse or tax-dependent children, or decrease election if the school employee or tax-dependent children gain eligibility and enroll in a new spouse's health plan or FSA. The enrollment or change is effective the first day of the month following the later of: (a) Date of marriage, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.	► The school employee may enroll or increase election if gaining a new IRC Section 21(b)(1) qualifying individual, or decrease or cease election if a new tax-dependent spouse is not employed or makes a DCAP coverage election under their plan. The enrollment or change is effective the first day of the month following the later of: (a) Date of marriage, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.

[SEBB Program policy addendum 45-2A: Special open enrollment matrix](#)

hca.wa.gov/assets/pebb/sebb-policy-addendum-45-2A-soe-matrix-2024.pdf

Employee and retiree benefits website

Special open enrollment

- What changes can I make?
- How do I make changes?
- Related laws and rules

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for "In a crisis?" and "Login". The main navigation bar lists "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The breadcrumb trail reads: Home > Employee and retiree benefits > School employees > What is special open enrollment?

Special open enrollment

Certain life events let you change your benefits outside of annual open enrollment. For example, you move to a new county, get married, or have a child. We call these "special open enrollment" events. Learn what events qualify for special open enrollment and the steps you need to take to change your benefits.

On this page

- [What changes can I make?](#)
- [How do I make changes?](#)
- [Related laws and rules](#)

What changes can I make?

The following changes may be allowed as a special open enrollment. See the [special open enrollment matrix](#) for details.

You must request the changes in [SEBB My Account](#) or your payroll or benefits office must receive your forms and proof of the event **no later than 60 days** after the event.

My special open enrollment event is ...

- [Marriage or registering a domestic partnership](#)
- [Birth or adoption](#)
- [Newly eligible extended dependent](#)
- [Loss of other coverage](#)
- [You have a change in employment status](#)

Do you need to change your coverage?

[Sign in to SEBB My Account](#)



SEBB Organization Obligations & Appeals

WAC 182-31-030 What are the obligations of a school employees benefits board (SEBB) organization in the application of school employee eligibility?

WAC 182-32 Appeals practices and procedures

Employer Obligations

SEBB orgs are responsible for:

- Determining eligibility,
- Notifying employees of eligibility determination,
- Routinely monitoring all school employee work hours, and
- Supporting SEBB program auditing

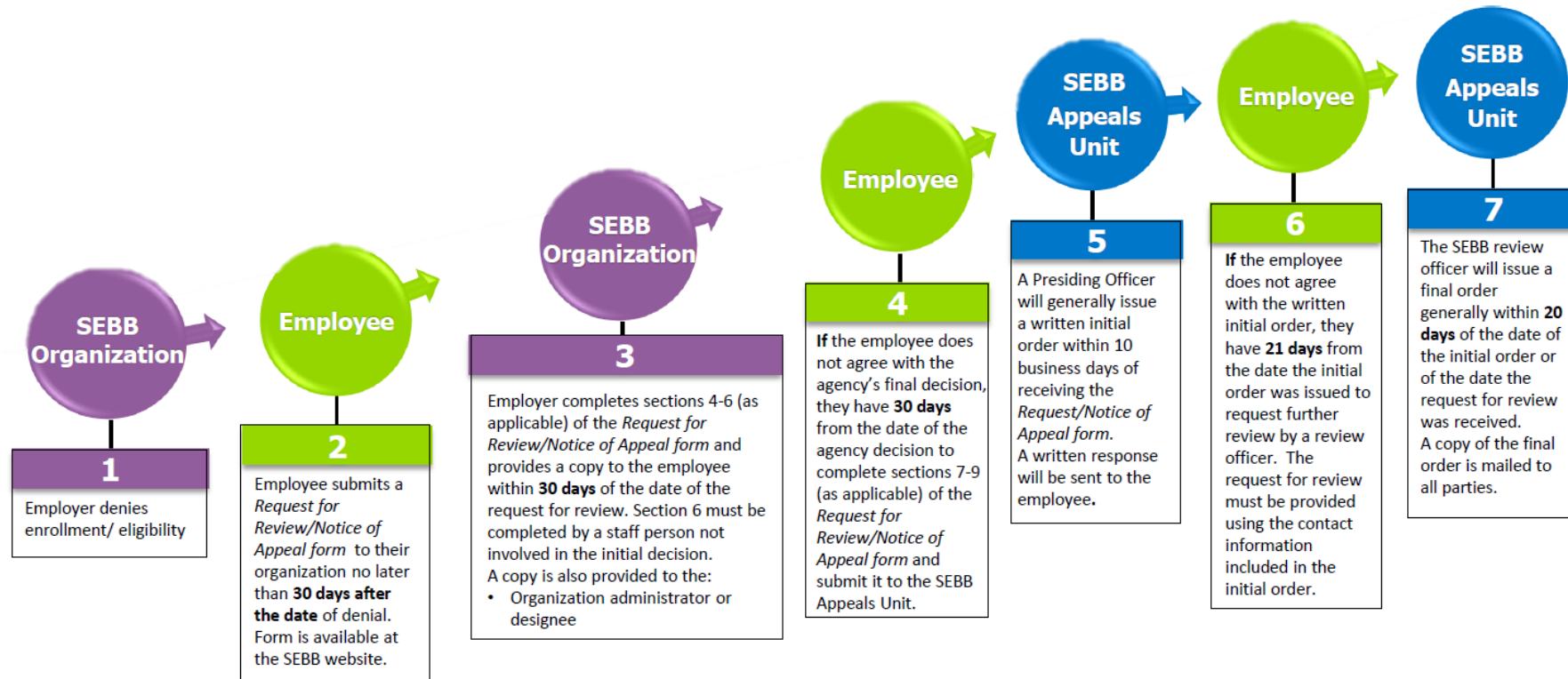
Mistakes are costly—to employer and employee

- Appeals
- Error correction and recourse
- Back premiums due
- Penalties
- Employee's (or dependent's) health may be compromised

WAC 182 -31 -030 – SEBB Organization obligations

Appeals Process

The **employer is responsible** for making all eligibility or enrollment decisions to ensure that RCW, WAC, and SEBB policies are followed.



Appeals form Instructions

Disagree with a decision made by the employer

- Appeal to the employer

Disagree with a review decision by the employer

- Appeal to the SEBB Appeals Unit

Disagree with SEBB Program decision

- Appeal to the SEBB Program
- Do not use this form. Follow instructions on the decision letter received

Disagree with SEBB medical dental or vision plan or contracted vendor decision

- Appeal to the medical, dental or vision plan
- Do not use this form. Contact the medical, dental or vision plan or contracted vendor for appeal instructions

SEBB Employee Request for Review/Notice of Appeal

Type or print clearly in dark ink and use all capital, block lettering in the spaces provided. Example: J O H N .
Keep a copy of your form for your records.
Use this appeal form if you are a current or former employee (or their dependent). Follow the instructions under the heading that describes your situation.

If you disagree with a decision made by the employer and you are requesting the employer's review about premium surcharges or eligibility for or enrollment in:

- A premium payment plan
- Medical coverage
- Dental coverage
- Vision coverage
- Life insurance
- Accidental death and dismemberment (AD&D) insurance
- Long-term disability (LTD) insurance
- Medical Flexible Spending Arrangement (FSA) or Limited Purpose FSA
- Dependent Care Assistance Program (DCAP)

Complete Sections 1 through 3 of this form and submit it to the employer's payroll or benefits office.

The employer must receive this form **no later than 30 calendar days** after the date on the denial notice regarding the decision you are appealing.

If you disagree with a review decision made by the employer and you are requesting a SEBB Appeals Unit review of the employer's decision

Complete Section 7, sign and date Section 9 of this form, and submit it to the SEBB Appeals Unit.

The SEBB Appeals Unit must receive this form **no later than 30 calendar days** after the employer's written review decision date in Section 4.

If you disagree with a decision from the SEBB Program about:

- Eligibility for or enrollment in:
 - A premium payment plan
 - Medical Flexible Spending Arrangement (FSA) or Limited Purpose FSA
 - Dependent Care Assistance Program (DCAP)
 - Life insurance
 - AD&D insurance
 - LTD insurance
- Eligibility to participate in SmartHealth or receive a wellness incentive
- Eligibility and enrollment for a dependent, extended dependent, or dependent child with a disability
- Premium surcharges
- Premium payments

Do not use this form.

Follow the appeal instructions on the decision letter you received from the SEBB Program.

If you disagree with a decision made by a SEBB medical, dental, or vision plan or contracted vendor about:

- A benefit or claim
- Completion of SmartHealth requirements or a request for a reasonable alternative to a SmartHealth requirement
- Life insurance and AD&D insurance premium payments

Do not use this form.

Contact the medical, dental, or vision plan or contracted vendor to request information on how to appeal the decision.

Benefits Admin Resource

Appeals process

- General guidance for SEBB Organization level appeals
- Where do current or former employees and their dependents appeal decisions?

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > Enrollment > Appeals and corrections > Appeals process. The page title is 'Appeals process'. The introductory text states: 'This information is applicable to benefit administrators responding to employee appeals. Looking for information about the [appeals process for educational service districts](#) who have nonrepresented employees enrolled in the PEBB Program?'. A 'On this page' section lists two links: 'General guidance for SEBB Organization level appeals' and 'Where do current or former employees and their dependents appeal decisions?'. The main content section is titled 'General guidance for SEBB Organization (employer) level appeals' and contains a bulleted list of five points regarding employer responsibilities, O&T staff roles, administrative review requests, appeal deadlines, and the process for requesting a Brief Adjudicative Proceeding (BAP). A light blue box contains the heading 'What if the SEBB Organization agrees with the employee that a wrong decision or action occurred?' followed by text explaining that the SEBB Organization resolves the issue without continuing the appeals process. The final section is titled 'Where do current or former employees and their dependents appeal decisions?' and contains a bulleted list of two points regarding appeal requests for SEBB organization decisions and SEBB program decisions.

Washington State Health Care Authority

Search

In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > SEBB benefits administrators > Enrollment > Appeals and corrections > Appeals process

Appeals process

This information is applicable to benefit administrators responding to employee appeals.

Looking for information about the [appeals process for educational service districts](#) who have nonrepresented employees enrolled in the PEBB Program?

On this page

- [General guidance for SEBB Organization level appeals](#)
- [Where do current or former employees and their dependents appeal decisions?](#)

General guidance for SEBB Organization (employer) level appeals

- The **employer is responsible** for making all eligibility or enrollment decisions is to ensure that RCW, WAC, and SEBB policies (including those in SEBB publications) are followed. This applies to the original decision made by the SEBB organization, as well as responses to any appeals considered.
- Outreach and Training (O&T) staff are available to offer guidance in the process or applicable RCW, WAC, or SEBB policy. However, O&T cannot make the decision for the SEBB organization.
- When an employee disagrees with a decision made by the SEBB organization, they can request an administrative review of that decision by completing sections 1-3 of the [Employee Request for Review/Notice of Appeal form](#) and submitting it to their organization's payroll or benefits office no later than 30 days after the date of the initial denial notice/decision they are appealing.
- An employee who disagrees with their employer's written decision in response to a request for administrative review has 30 days from the date of the employer decision to request a Brief Adjudicative Proceeding (BAP) by sending the completed Employee Request for Review/Notice of Appeal form to the SEBB appeals unit. The employee should be directed to the instructions found on the form. The employer should not send the appeal on the employee's behalf.

What if the SEBB Organization agrees with the employee that a wrong decision or action occurred?

The SEBB Organization resolves the issue without continuing the appeals process. Learn how to [correct SEBB Organization errors](#). Neither the organization nor the employee should submit an appeal to the SEBB Program.

Where do current or former employees and their dependents appeal decisions?

- For a decision made by the SEBB organization with regard to eligibility for benefits, enrollment, or the premium surcharge, the employee may submit a request for review of the decision to the SEBB Organization by the process outlined in [WAC 182-32-2020](#). See chart below.
- For a decision made by the SEBB program with regard to eligibility for benefits, enrollment, premium payments, a premium surcharge, or eligibility to participate in the SEBB (SmartHealth) wellness incentive program or receive a SEBB wellness incentive, the current or former employee or employee's



Correcting SEBB Organization and contracted vendor enrollment errors

SEBB Program Administrative Policy 11-3 Correcting School
Employees Benefits Board Organization and contracted vendor
enrollment errors

Lower Limit & Current Process Month Calendar

How do organizations correct enrollment errors?

- Benefits 24/7 limits the dates BAs can enter associated with eligibility, changes, and terminations.
- Table displays how far back BAs can enter an eligibility, change, or termination date (lower limit date range) based on date entered (process month date range).

Example: January 12, 2024, BAs can enter a date as far back as any date in the month of November 2023.

Contact Outreach and Training using [HCA Support](https://www.hca.wa.gov/assets/perspay/sebb-lower-limit-calendar-2024.pdf) for any issues.

<https://www.hca.wa.gov/assets/perspay/sebb-lower-limit-calendar-2024.pdf>

2024 SEBB Lower Limit Calendar

For benefits administrators

Benefits 24/7 limits the dates BAs can enter that are associated with eligibility, changes, and terminations.

The table below displays how far back BAs can enter an eligibility, change, or termination date (lower limit date range) in Benefits 24/7 based on when the date is entered (process month date range).

For example, on January 12, 2024, BAs can enter a date in Benefits 24/7 going as far back as any date in the month of November 2023. However, on January 13, 2024, Benefits 24/7 will limit the date a BA can enter to any date in December 2023.

If Benefits 24/7 prevents you from entering the appropriate date, contact Outreach and Training using [HCA Support](#).

Process month date range	Lower limit date range
12/16/2023 – 1/12/2024	November 1-30, 2023
1/13/2024 – 2/15/2024	December 1-31, 2023
2/16/2024 – 3/15/2024	January 1-31, 2024
3/16/2024 – 4/15/2024	February 1-29, 2024
4/16/2024 – 5/15/2024	March 1-31, 2024
5/16/2024 – 6/14/2024	April 1-30, 2024
6/15/2024 – 7/15/2024	May 1-30, 2024
7/16/2024 – 8/15/2024	June 1-30, 2024
8/16/2024 – 9/13/2024	July 1-31, 2024
9/14/2024 – 10/15/2024	August 1-31, 2024
10/16/2024 – 11/15/2024	September 1-30, 2024
11/16/2024 – 12/13/2024	October 1-31, 2024

Benefits Admin Resource

Correcting SEBB organization errors

- Enrollment errors
- How do organizations correct enrollment errors?
- Correcting errors within the lower limit
- Correcting errors outside the lower limit (error correction)
- Reconciling premium payments and premium surcharges

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > Enrollment > Appeals and corrections > Correcting SEBB organization errors. The page title is 'Correcting SEBB organization errors'. The main text states: 'SEBB organizations must correct their enrollment errors as described on this page, in [WAC 182-30-060](#) and [School Employees Benefits Board \(SEBB\) Program Administrative Policy 11-3](#).' Below this is a section 'On this page' with links: 'Enrollment errors', 'How do organizations correct enrollment errors?', 'Correcting errors within the lower limit', 'Correcting errors outside the lower limit (error correction)', and 'Reconciling premium payments and premium surcharges'. The 'Enrollment errors' section lists five types of errors requiring correction: 1. Failure to timely notify an employee of their eligibility for SEBB benefits and the organization contribution (WAC 182-31-030 (2)). 2. Failure to enroll an employee, or their dependents, as elected by the employee, if the election was timely. 3. Failure to accurately reflect an employee's premium surcharge attestation on the employee's account. 4. Providing incorrect information regarding SEBB benefits to an employee which the employee relied upon. 5. Failure to enroll an employee in default enrollment when the elections were not received timely (WAC 182-30-080 (1)(b)). 6. Enrolling an employee or their dependent in SEBB benefits when they were not eligible, and it is clear there was no fraud or intentional misrepresentation by the employee involved (WAC 182-31-040 or 182-31-140). The 'How do organizations correct enrollment errors?' section states: 'The process to correct SEBB organization errors depends on whether or not the effective date of the correction falls within the lower limit.' A box titled 'What is the lower limit?' explains: 'The lower limit is 60 days before the current process month. For example, if the current process month is June, 60 days before would be April, so the lower limit would allow an enrollment effective date to be entered in SEBB My Account as far back as April 1 and a termination effective date as far back as April 30. Review the [lower limit and current process month calendar](#) to determine the lower limit at a given time.' The 'Correcting errors within the lower limit' section states: 'In most cases, an enrollment error may be resolved by the SEBB Organization in accordance with [SEBB Program rules and policies](#), if the effective date of the correction falls within the lower limit. In other words, the error may be resolved directly by the organization if SEBB My Account will allow you to enter the enrollment correction. Employees should be notified of any corrections that impact the employee or their dependent's enrollment. If the effective date of the correction falls outside the lower limit, the organization must complete the [error correction process](#).'



Dual Enrollment

WAC 182-31-070 Is dual enrollment in school employees benefits board (SEBB) and public employees benefits board (PEBB) prohibited?

Dual Enrollment

Eligible employees and dependents are **limited to a single enrollment in medical, dental, and vision plans** in either the SEBB Program or Public Employees Benefits Board (PEBB) Program.

If dual enrollment occurs, and **no action is taken** to resolve dual enrollment during an eligible enrollment period

- Programs **will automatically enroll or disenroll** an individual as described the Dual Enrollment Q&A for BAs and WAC 182-31-170(6).

SEBB/PEBB works the same for both programs.

Benefits Admin Resource

Dual enrollment

- Dual eligibility in the SEBB Program
- Dual eligibility in the SEBB and PEBB Programs

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for "In a crisis?" and "Login". The main navigation bar lists: "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The page title is "Dual enrollment". The content states that eligible employees and dependents are limited to a single enrollment in medical, dental, and vision plans in either the SEBB Program or Public Employees Benefits Board (PEBB) Program. It explains that if dual enrollment occurs, the programs will automatically enroll or disenroll an individual as described in the [Dual Enrollment Q&A for BAs](#) and [WAC 182-31-170\(6\)](#). A link is provided to learn about the steps to take when encountering dual enrollment in SEBB My Account by reviewing [Chapter 3 of the SEBB My Account manual](#). A section titled "Dual eligibility in the SEBB Program" explains that employees eligible for the employer contribution toward SEBB benefits under more than one employer (dual eligibility) must choose to enroll in benefits under only one employer. It then asks "What if an eligible SEBB employee is also eligible for SEBB benefits as a dependent?" and states that employees who are also eligible as a dependent under their spouse's, state-registered domestic partner's, or parent's SEBB coverage (dual eligibility), may choose one of the following options during an eligible enrollment period:

1. **Enroll in SEBB medical** under their own account as an employee, or
2. **Waive enrollment in SEBB medical** under their own account and enroll in SEBB medical as a dependent, or
3. **Waive enrollment in SEBB medical** under their own account if they are enrolled in other employer-based group medical, a TRICARE plan, or Medicare.

Employees who waive SEBB medical for either of the reasons listed above must enroll in the following SEBB benefits under their own account through their employer:

- Dental,
- Vision,
- Basic life insurance,
- Basic AD&D insurance, and
- Employer-paid LTD insurance*.
 - Eligible employees will also be enrolled in employee-paid LTD insurance* unless they decline the coverage.
 - *Employees eligible for SEBB benefits due to locally negotiated eligibility criteria are not eligible for LTD insurance.

A link is provided to learn more about [waiving SEBB medical coverage](#). A section titled "Dual eligibility in the SEBB and PEBB Programs" is partially visible at the bottom.



Offering Optional Benefits

[RCW 41.05.740](#)

[RCW 41.05.300-310](#)

[RCW 28A.400.280\(2\)](#)

[RCW 28A.400.350\(6\)](#)

Benefits Admin Resource

FAQs for school administrators

- Can a school district allow payroll deductions for nonconflicting optional benefits?
- Can SEBB organizations offer additional FSA, HSA, or DCAP benefits?
- Can SEBB organizations offer liability insurance?
- Does the SEBB Program have any authority over retirement benefits?

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for "In a crisis?" and "Login". The main navigation bar lists "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The breadcrumb trail reads: Home > SEBB benefits administrators > Administrative tools & resources > Tools and resources > FAQs for school administrators. The page title is "FAQs for school administrators". Below the title, a paragraph states: "The following frequently asked questions (FAQs) help you understand the SEBB Program and how it affects your school district, educational service district, or charter school." There is a search bar and a dropdown menu labeled "FAQ topic" with "-Optional benefits" selected. Below these are "Filter" and "Reset" buttons. A list of eight FAQ items is displayed, each with a blue link and a downward arrow icon on the right:

- Can a school district allow payroll deductions for nonconflicting optional benefits (long-term care, travel, pet, etc.)?
- Can SEBB organizations offer additional FSA, HSA, or DCAP benefits?
- Can SEBB organizations offer liability insurance?
- Does the SEBB Program have any authority over retirement benefits?
- What benefits are the School Employees Benefits Board (SEBB) Program authorized to offer?
- What is considered "offering" a benefit that would conflict with the SEBB Program's authority?
- What is the state law history on SEBB organizations' authority to offer optional benefits?
- Why can't a school district offer cancer insurance, critical illness, emergency transportation, and medical indemnity plans when the SEBB Program does not offer these specific insurance types?



When eligibility for benefits ends

WAC 182-31-050 When does eligibility for the employer contribution for school employees benefits board (SEBB) benefits end?

When does coverage end?

Employer contribution ends on the last day of the month in which the school year ends (August 31)

Coverage ends effective on the last day of the month the employee is eligible for the employer contribution

Benefits may end earlier if:

When eligibility ends for the employer contribution

The employer contribution toward School Employees Benefits Board (SEBB) benefits ends the last day of the month in which the school year ends ([WAC 182-31-050](#)). However, the employer contribution will end earlier than the end of the school year under the following circumstances:

If the...	...then eligibility for the employer contribution will end on...
SEBB organization terminates the employment relationship.	The last day of the month in which the employer-initiated termination notice is effective.
School employee terminates the employment relationship.	The last day of the month in which the school employee's resignation is effective.
School employee's work pattern is revised such that the school employee is no longer anticipated to work six-hundred thirty hours during the school year.	The last day of the month in which the change is effective.
School employee returns from approved leave without pay and maintained or established eligibility as described in WAC 182-31-040 (4)(d), who subsequently has a change in work pattern that, had the work pattern been in effect at the start of the school year, would not have resulted in the school employee being anticipated to work the minimum hours to meet SEBB eligibility for the employer contribution in the school year.	The last day of the month in which the change is effective.
Nine-to-ten-month school employee , hired late in the year and eligible for the employer contribution as described in WAC 182-31-040 (4)(c)(i), who subsequently has a change in work pattern such that the school employee is no longer eligible under the criteria described in WAC 182-31-040 (4)(c)(i).	The last day of the month in which the change is effective.
Twelve-month school employee , hired late in the year and eligible for the employer contribution as described in WAC 182-31-040 (4)(c)(ii), who subsequently has a change in work pattern such that the school employee is no longer eligible under the criteria described in WAC 182-31-040 (4)(c)(ii).	The last day of the month in which the change is effective.
School employee hired later in the year and eligible for the employer contribution as described in WAC 182-31-040 (4)(c), who is no longer anticipated to work six hundred thirty hours the next school year.	The last day of the month in which the change in the anticipation occurs.

Approved Leave

School employees who **has not** yet worked 630 hours and is on approved:

- **Leave without pay (LWOP)**
- **Worker's comp**
- **Active duty** (military) **leave**
- **Layoff**
- **Or is applying for disability retirement**

May continue benefits by **self-paying** premiums

- Not eligible for employer contribution

If a school employee on approved leave **has worked 630 hours**, eligibility for employer contribution continues.

Family Medical Leave Act (FMLA)

School employees who **has not** yet worked 630 hours and is on approved **FMLA**:

- Will continue eligibility for the employer contribution
- Employee must continue paying monthly premiums

School employees that exhausts the period of leave approved under FMLA:

- May continue benefits by **self-paying** premiums
- Not eligible for employer contribution

Regaining eligibility

School employees who loses and later regains eligibility

- Required forms must be returned within **31 days**
 - School employee who self-paid for supplemental life insurance after losing eligibility will have that level of coverage re-instated without EOI
 - Effective the first day of the month in which they return and are anticipated to work 630 hours
 - School employee who was eligible to continue supplemental life but discontinued that coverage
 - Must submit EOI to re-enroll
- If required forms are not returned within **31 days**, school employee will be defaulted

Terminating Coverage

- Terminate coverage no earlier than the month before for employees leaving or ineligible for the next school year.
- Keying terminations in SMA before the 12th day of each month will remove the subscriber from the next months billing file.
- Keying termination in SMA after the 12th day of each month cut off date of each month will show the subscriber on the next months billing file. Credit will show up on the following month after the billing file is received.

Benefits Admin Resource

When eligibility for benefits ends

- When eligibility ends for the employer contribution
- COBRA
- PEBB retiree insurance
- SEBB organization requirements
- Information for employees
- Employees applying to enroll in COBRA

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail is 'Home > SEBB benefits administrators > Eligibility > Eligibility resources > When eligibility for benefits ends'. The page title is 'When eligibility for benefits ends', followed by a sub-header 'Find information regarding employees and their covered dependents when the employment relationship is terminated.' Below this is a section 'On this page' with links to 'When eligibility ends for the employer contribution', 'COBRA', 'PEBB retiree insurance', 'SEBB organization requirements', 'Information for employees', 'Employees applying to enroll in COBRA', and 'Employees applying to enroll in PEBB retiree coverage'. The main content area is titled 'When eligibility ends for the employer contribution' and includes a paragraph about the employer contribution ending on the last day of the month in which the school year ends, with a link to WAC 182-31-050. Below this is a table with two columns: 'If the...' and '...then eligibility for the employer contribution will end on...'. The table has two rows: one for 'SEBB organization terminates the employment relationship' and one for 'School employee terminates the employment relationship'.

If the...	...then eligibility for the employer contribution will end on...
SEBB organization terminates the employment relationship.	The last day of the month in which the employer-initiated termination notice is effective.
School employee terminates the employment relationship.	The last day of the month in which the school employee's resignation is effective.



SEBB Continuation Coverage

WAC 182-31-090 When is an enrollee eligible to continue school employees benefits board (SEBB) benefits under Consolidated Omnibus Budget Reconciliation Act (COBRA)?

WAC 182-31-100 What options for continuation coverage are available to school employees and their dependents during certain types of leave or when employment ends due to a layoff?

WAC 182-31-130 What options for continuation coverage are available to dependents who cease to meet the eligibility criteria as described in WAC 182-31-140 or 182-30-130?

Benefits Admin Resource

SEBB Continuation Coverage (COBRA)

- Who is eligible?
- How do eligible SEBB members enroll?
- When does coverage begin?
- How long does coverage last?
- Continuing life insurance under portability or conversion
- Continuing participation in a Flexible Spending Arrangement

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > Enrollment > Continuation coverage and retirement > SEBB Continuation Coverage (COBRA). The page title is 'SEBB Continuation Coverage (COBRA)'. The main text explains that the HCA administers SEBB Continuation Coverage (COBRA) as a temporary extension of SEBB medical, vision, and/or dental coverage for eligible members who lose eligibility for employer contributions. It also mentions that employees may qualify for SEBB Continuation Coverage (Unpaid Leave) for a longer period. A 'On this page' section lists links: 'Who is eligible?', 'How do eligible SEBB members enroll?', 'When does coverage begin?', 'How long does coverage last?', 'Continuing life insurance under portability or conversion', and 'Continuing participation in a Flexible Spending Arrangement'. A paragraph states that the HCA is responsible for verifying that all enrollees are notified of their continuation coverage rights within the required time frame. A bulleted list includes 'Initial Notice of COBRA and Continuation Coverage rights' and 'SEBB Continuation Coverage Election Notice'. A highlighted box titled 'When will SEBB send the Continuation Coverage Election notice?' states that the notice will be sent no later than 14 days after coverage termination. The 'Who is eligible?' section explains that each member who loses their SEBB health plan coverage due to a qualifying event has an independent right to elect to continue medical coverage, vision coverage, dental coverage, or a combination of all three by enrolling in SEBB Continuation Coverage (COBRA) on a self-pay basis. An example is provided for an employee losing their SEBB employer-based group health plan due to a qualifying event, where their eligible spouse or state-registered domestic partner (SRDP) may choose continuation coverage, even if the employee does not.

Benefits Admin Resource

SEBB Continuation Coverage (Unpaid Leave)

- Who is eligible?
- How do employees enroll?
- When does coverage begin?
- How long does coverage last?
- Continuing participation in a Flexible Spending Arrangement

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > Enrollment > Continuation coverage and retirement > SEBB Continuation Coverage (Unpaid Leave). The page title is 'SEBB Continuation Coverage (Unpaid Leave)'. The introductory text states: 'The Health Care Authority administers SEBB Continuation Coverage (Unpaid Leave), a temporary extension of SEBB medical, vision, dental, and life and accidental death and dismemberment insurance for employees who lose eligibility for the employer contribution toward SEBB benefits due to going on certain types of leave.' Below this, a link asks 'Looking for SEBB Continuation Coverage (COBRA)?'. A section titled 'On this page' lists links: 'Who is eligible?', 'How do employees enroll?', 'When does coverage begin?', 'How long does coverage last?', and 'Continuing participation in a Flexible Spending Arrangement'. A paragraph explains that the HCA is responsible for verifying notification of continuation coverage rights. A bulleted list includes 'Initial Notice of COBRA and Continuation Coverage rights' and 'SEBB Continuation Coverage Election Notice'. A blue box highlights the question 'When will SEBB send the Continuation Coverage Election notice?' with the answer: 'When an employee's SEBB coverage is terminated in the insurance system, the SEBB Program will mail the SEBB Continuation Coverage Election Notice to them **no later than 14 days** after their coverage has been terminated.' The section 'Who is eligible?' states that employees who lose eligibility may choose to continue medical, vision, dental, and life insurance by enrolling in SEBB Continuation Coverage (Unpaid Leave) on a self-pay basis.



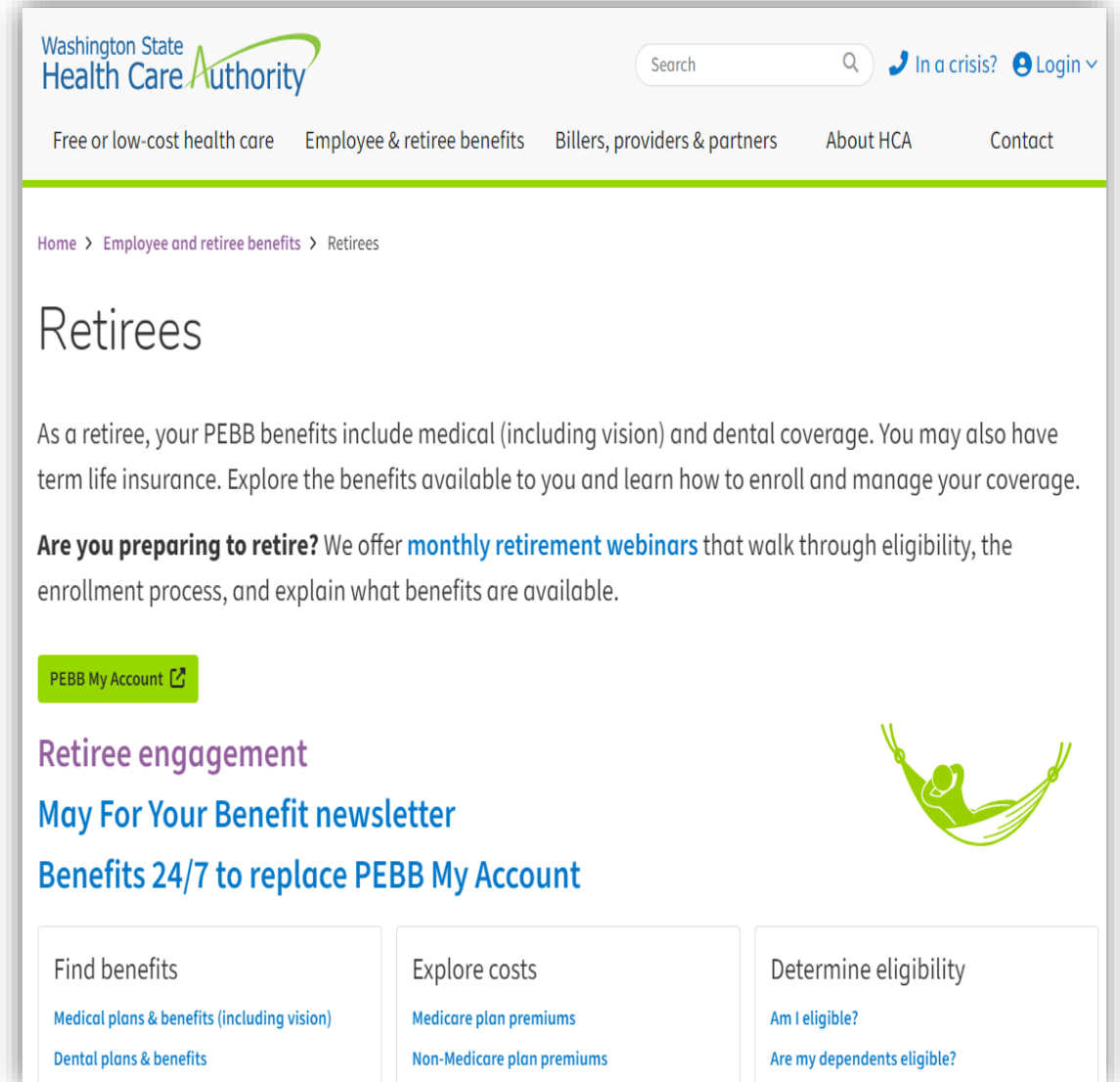
PEBB Retiree Health Insurance

WAC 182-12-171 When is a retiring employee or a retiring school employee eligible to enroll in public employees' benefits board (PEBB) retiree insurance coverage?

Benefit Admin Resource

For public and school employees eligible to retire

- Medical plans & benefits (including vision)
- Dental plans & benefits
- Benefits while traveling
- Find a PEBB plan provider
- Life, home & auto benefits
- PEBB wellness programs
- Medicare & turning age 65



The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for "In a crisis?" and "Login". The main navigation bar lists "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The breadcrumb trail reads "Home > Employee and retiree benefits > Retirees". The page title is "Retirees". The main text states: "As a retiree, your PEBB benefits include medical (including vision) and dental coverage. You may also have term life insurance. Explore the benefits available to you and learn how to enroll and manage your coverage." Below this, it says: "Are you preparing to retire? We offer [monthly retirement webinars](#) that walk through eligibility, the enrollment process, and explain what benefits are available." There is a green button labeled "PEBB My Account" with an external link icon. To the right is an illustration of a person in a hammock. Below the button, there are links for "Retiree engagement", "May For Your Benefit newsletter", and "Benefits 24/7 to replace PEBB My Account". At the bottom, there are three columns of links: "Find benefits" (with sub-links for "Medical plans & benefits (including vision)" and "Dental plans & benefits"), "Explore costs" (with sub-links for "Medicare plan premiums" and "Non-Medicare plan premiums"), and "Determine eligibility" (with sub-links for "Am I eligible?" and "Are my dependents eligible?").



Funding Process

Funding Rate/ Rate Letter

The state sets the funding rate

- Employer medical contribution
- Full premium contribution for dental, vision, basic life, basic AD&D, and basic LTD
- K-12 remittance fee
- Administrative costs

New Funding Rate: **\$1,100** per eligible employee per month effective: **Sept 1 - Aug 31, 2024**

This amount is due to the HCA even if an employee waives medical coverage.

hca.wa.gov/assets/perspay/sebb-fall-rate-letter-2024.pdf



August 30, 2023

To: Payroll and Benefits Offices of K-12 School Districts, Charter Schools, and Educational Service Districts
From: Amy Corrigan, Management Analyst 5
Outreach and Training
Subject: SEBB Program Rates – Effective January 1, 2024

Overview

The monthly base rate (employer contribution) of \$1,100 per eligible employee for health care contributions will remain unchanged until August 31, 2024. This is the amount due to the Health Care Authority (HCA) even if an employee chooses to waive medical coverage. Employees may only waive SEBB medical, dental, and vision coverage if enrolled in PEBB medical and dental as a subscriber or a dependent.

Medical, dental, and vision insurance

Monthly premiums for the employee contribution for medical coverage effective January 1, 2024, are attached. Dental and vision coverage are employer-paid and are included in the employer contribution; there are no monthly employee premiums for dental or vision coverage.

The base rate breakout does not represent the actual cost of providing benefits to employees during the calendar year. The amounts shown below break out the base rate, which may vary from actual costs.

January 1, 2024 through August 31, 2024	
Benefit	Base Rate Breakout
Net medical and admin fees	\$989.24
Dental	\$92.17
Vision	\$12.53
Life	\$3.96
Long-term Disability	\$2.10
Total base rate	\$1,100

SEBB Program annual open enrollment

The School Employees Benefits Board (SEBB) Program's annual open enrollment is October 30 through November 20, 2023, 11:59 p.m. In October, the SEBB Program will mail the *Intercom* newsletter to employees at the address we have on record or will send it electronically to those who subscribed to the email subscription. This is the only notice the SEBB Program will send to employees about the SEBB annual open enrollment. Information will also be available on the [SEBB Program](#) website in October.

HCA 20-0154 (8/23)





Insurance Accounting

Accounting training manual

Billing & Payments

Monthly Billing Cycle

Invoice available in SEBB My Account:

- 16th of each month-
- Before the month of coverage

Month of coverage

Payment Due:

- No later than 5th of the following month
- After the month of coverage

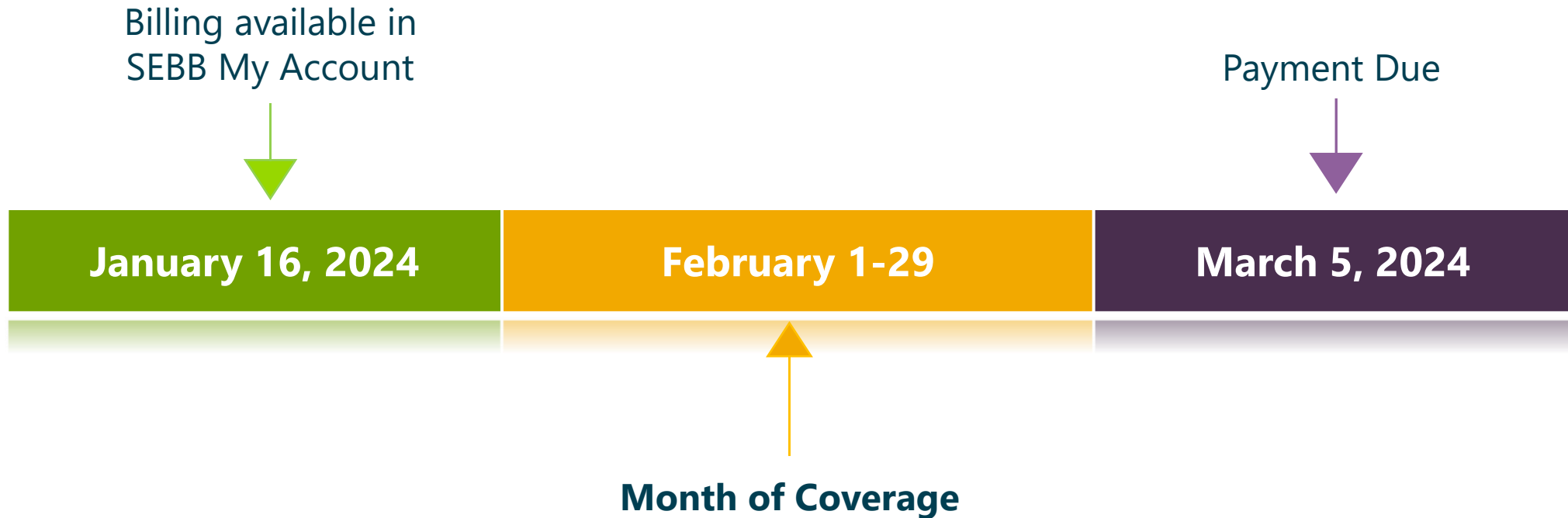
Must remit exact premium billed

- Wait to “take the credit” or pay the extra months’ premiums until you see it on your invoice.

Example: Monthly Billing Cycle (January)



Example: Monthly Billing Cycle (February)



2024 SEBB Insurance Accounting Manual

Washington State
Health Care Authority

2024 SEBB Insurance Accounting Manual

SEBB organizations

Benefits Admin Resource

Accounting

- Accounting manual and resources
- Monthly billing cycle for HCA invoicing
- Supplemental benefits billing
- Life and AD&D insurance
- Long-term disability (LTD) insurance
- FSA and DCAP

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. A navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > Administrative tools and resources > Tools and resources > Accounting. A yellow alert box states: 'Bad actors are spoofing SecureAccess Washington (SAW)' and provides a warning about spoofed internet ads, with the correct URL <https://secureaccess.wa.gov> and a 'Learn more' link. The main content area is titled 'Accounting' and includes the text: 'Access the accounting manual and related billing resources for benefits administrators (BAs)'. Below this are three sections: 'Accounting manual and resources' with links for 'Accounting training manual 2023 | 2024', 'Sample of district billing file with adjustments', and 'Lower limit calendar 2023 | 2024' (which includes a sub-link for 'SEBB Policy 19-1A: Termination due to loss of eligibility or enrollment error 2023 | 2024'); 'Monthly billing cycle for HCA invoicing' with a paragraph explaining the billing cycle and an example; and 'Supplemental benefits billing' with a sub-section for 'Life and accidental death and dismemberment (AD&D) insurance' and a paragraph about MetLife managing the billing, followed by a link to the 'Life and AD&D administration manual'.

Washington State Health Care Authority

Search

In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > SEBB benefits administrators > Administrative tools and resources > Tools and resources > Accounting

Bad actors are spoofing SecureAccess Washington (SAW)

Washingtonians who use the SecureAccess Washington (SAW) portal to access state services should be on the lookout for spoofed internet ads that pretend to be government links to SAW. The only correct SAW address is <https://secureaccess.wa.gov>. [Learn more.](#)

Accounting

Access the accounting manual and related billing resources for benefits administrators (BAs).

Accounting manual and resources

- Accounting training manual [2023](#) | [2024](#)
- [Sample of district billing file with adjustments](#)
- Lower limit calendar [2023](#) | [2024](#)
 - SEBB Policy 19-1A: Termination due to loss of eligibility or enrollment error [2023](#) | [2024](#)

Monthly billing cycle for HCA invoicing

Generally, invoices from the Health Care Authority (HCA) will be available in SEBB My Account on the 16th of each month before the month of coverage, and payment is due by the 5th of the month after the month of coverage. This billing cycle will repeat monthly throughout the year.

For example, an invoice for February coverage would be available in SEBB My Account on January 16, and payment for February coverage would be due by March 5. Invoices will include billing details based on school employee enrollment as of the last day of the current process month, which is 1 to 3 days before the invoice date.

Supplemental benefits billing

Life and accidental death and dismemberment (AD&D) insurance

MetLife manages billing and processes enrollment and claims for SEBB life and accidental death and dismemberment insurance.

- [Life and AD&D administration manual](#)



Benefits 24/7 Resources

SEBB My Account will be replaced by Benefits 24/7 in **January 2024**.

Benefits Admin Resource

Training materials and recordings

- **Benefits 24/7**
 - Instructional videos
- Supplemental benefits billing information
- Eligibility worksheets
- Dependent eligibility
- Open enrollment
- **Miscellaneous topics**
 - Recorded webinars

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads: Home > SEBB benefits administrators > Training resources > Need training? > Training materials & recordings. The page title is 'Training materials and recordings'. The content area states: 'Access recorded webinars, instructional videos, presentations, and supporting materials on SEBB related topics developed specifically for BA training.' It also mentions that Outreach and Training (O&T) provides periodic training for benefits administrators (BAs) to enhance their knowledge and skills in administering SEBB benefits effectively. A blue button on the right says 'Looking for upcoming trainings?' with a link to 'Visit the Training schedule page'. Below this, there are sections for 'Benefits 24/7' (Instructional videos, Recorded webinars, Presentations), 'Supplemental benefits billing information' (Life and Accidental Death and Dismemberment (AD&D) insurance, Long-term disability (LTD), Flexible Spending Arrangements (FSAs) and Dependent Care Assistance Program (DCAP)), and 'Eligibility worksheets' (Recorded webinars).

Benefits Admin Resource

SEBB BA website for Benefits 24/7

- Administering SEBB in Benefits 24/7
 - Preparing for Benefits 24/7 go-live
 - Navigating to Benefits 24/7
 - How is BA access managed in Benefits 24/7?
 - What training is available to BAs?
 - How will employees be informed about Benefits 24/7?
 - Who is Benefits 24/7 for?
 - What is changing and not changing?

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for "In a crisis?" and "Login". The main navigation bar lists "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The breadcrumb trail reads: Home > SEBB benefits administrators > Administrative tools and resources > Tools and resources > Administering SEBB in Benefits 24/7.

Bad actors are spoofing SecureAccess Washington (SAW)

Washingtonians who use the SecureAccess Washington (SAW) portal to access state services should be on the lookout for spoofed internet ads that pretend to be government links to SAW. The only correct SAW address is <https://secureaccess.wa.gov>. [Learn more.](#)

Administering SEBB in Benefits 24/7

The Health Care Authority (HCA) is introducing a new online enrollment system called Benefits 24/7. Benefits 24/7 will integrate online account access for subscribers from the School Employees Benefits Board (SEBB) and Public Employees Benefits Board (PEBB) Programs into one platform to allow for streamlined support and maintenance. This modernized web-based enrollment system will have a new look and expanded capabilities, providing self-service options for members, and will be used by benefits administrators (BAs).

On this page

- [Benefits 24/7 launch rescheduled to January 2024](#)
- [Preparing for Benefits 24/7 go-live](#)
- [Navigating to Benefits 24/7](#)
- [Benefits 24/7 manuals](#)
- [What training is available to BAs?](#)
- [How will employees be informed about Benefits 24/7?](#)
- [Who is Benefits 24/7 for?](#)
- [What is changing?](#)
- [What is not changing?](#)

Benefits 24/7 launch rescheduled to January 2024

The launch date for Benefits 24/7 has been rescheduled to January 2024. The launch was scheduled to occur in June 2023.

HCA wanted to provide more time to ensure a successful launch. HCA took members' and employers' feedback into account when determining the new launch date.

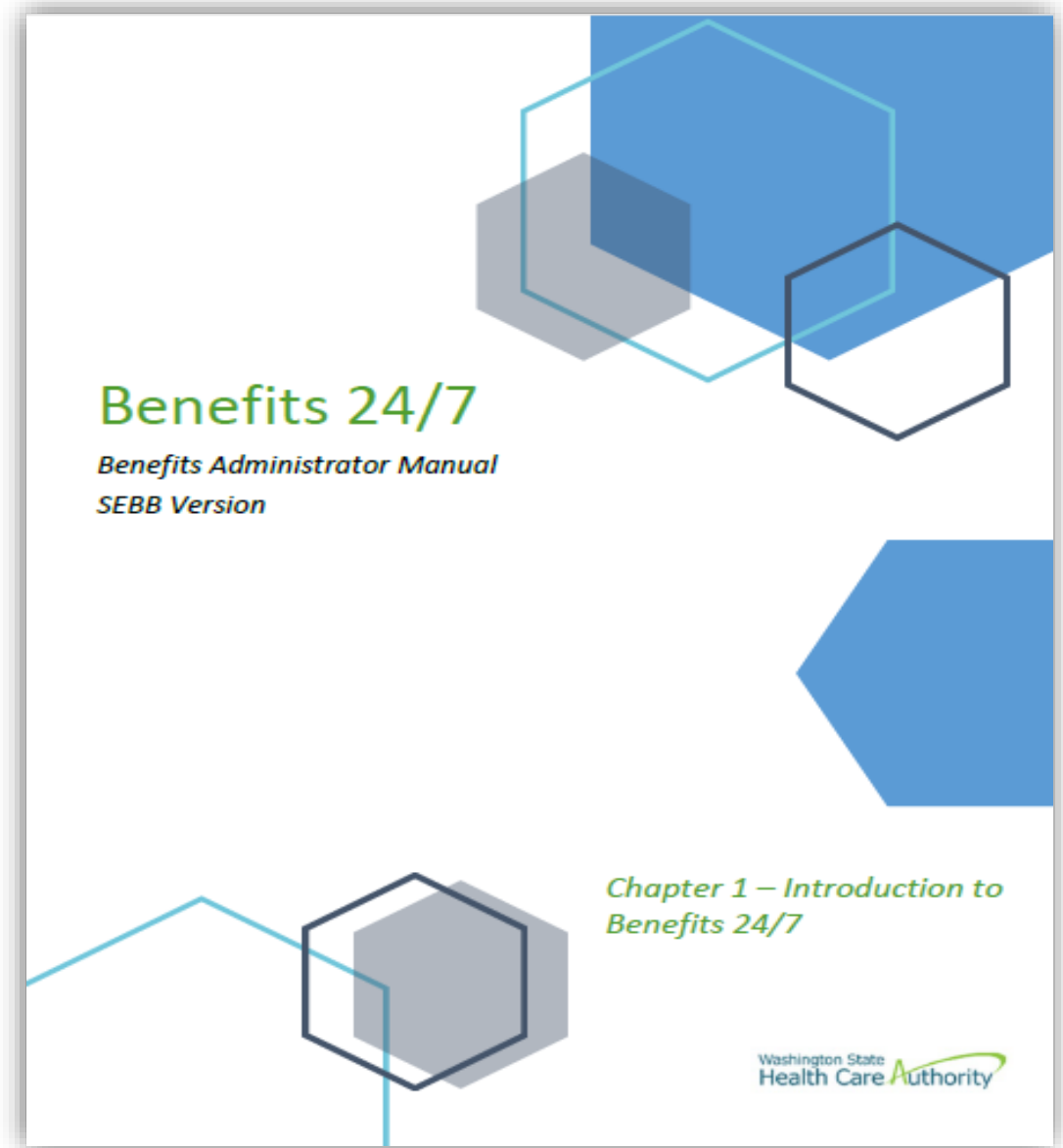
The decision to launch in January considered several factors:

- There is a 10 to 15 percent turnover of school employees in August and September, which introduces unnecessary risk when implementing a new enrollment system. We want benefits administrators (BAs) to be able to focus on determining the eligibility of new school employees without also having to assist all school employees in understanding the system changes.
- During the SEBB annual open enrollment period in October and November of this year, we anticipate that employees will be more engaged with the enrollment system as they make changes to their health plans. Our goal is for employees to concentrate on selecting the plan that best suits their needs for 2024, rather than navigating a new enrollment system. Employees should continue to use [SEBB My Account](#) or enrollment forms as needed to make

Benefits Admin Resource

Benefits Admin Benefits 24/7 Manual

- Benefits Admin website
 - Forms and publications



Benefits Admin Resource

Benefits 24/7 BA Manuals

Forms and publications

- Chapter 1: Intro to Benefits 24/7
- Chapter 2: Managing Benefits 24/7
- Chapter 3: Managing employee accounts
- Lower Limit Calendar 2024

Login is not available until launch in January 2024.

hca.wa.gov/sebb-benefits-admins/forms-and-publications

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads 'Home > SEBB benefits administrators > Forms & publications'. The page title is 'Forms and publications'. The main text states: 'Access manuals, forms, enrollment guides, and other resources to support benefits administrators (BAs) with the administration of School Employees Benefits Board (SEBB) benefits.' Below this, it says: 'Below you will find manuals, user guides, and resources related to the SEBB My Account, the Benefits 24/7 online enrollment system, accounting, correcting SEBB organization errors, appeals, and HCA Support. Employee enrollment resources, such as guides and forms, certification forms for dependents, and many other resources are also available to download.' A note mentions: 'When printing forms to share with employees, also provide the [SEBB nondiscrimination statement and language access notice](#).' A blue call-to-action box on the right asks: 'Want to have SEBB materials delivered to your organization?' with a button 'Order materials'. The page has two expandable sections: 'SEBB My Account' and 'Benefits 24/7'. The 'Benefits 24/7' section is expanded, showing 'Benefits 24/7 manuals and resources'. Below this, a notice states: 'The Benefits 24/7 online enrollment system will not be available until launch, which is anticipated to occur in January 2024.' It then lists resources for benefits administrators (BAs):

- [Benefits 24/7](#) (Login is not available until launch in January 2024)
- Benefits 24/7 manuals
 - [Chapter 1: Introduction to Benefits 24/7](#)
 - [Chapter 2: Managing Benefits 24/7](#)
 - [Chapter 3: Managing employee accounts](#)
- Eligibility file specifications
 - [Eligibility upload error messages](#)
- Lower limit and current process month calendar
 - [SEBB Policy 19-1A: Termination due to loss of eligibility or enrollment error 2023 | 2024](#)

A link at the bottom says: 'Learn more on the [Administering SEBB in Benefits 24/7](#) webpage.'



Reminders, Tips & Resources

Benefit Admin Resource

SEBB BA website

- hca.wa.gov/sebb-benefits/admin

Outreach & Training

- **1-800-700-1555**

Register for GovDelivery

- Notices and updates

Register for HCA Support

- Secure messaging system

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists: 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The page title is 'SEBB benefits administrators'. Below the title are links for 'Eligibility worksheets', 'Forms and Publications', and 'HCA Support (submit a question)'. The page is divided into four sections: 1. 'Eligibility' with an icon of two people at a table, a description of finding eligibility worksheets, and a button 'Learn about eligibility and find resources.' 2. 'Enrollment' with an icon of a person with a briefcase, a description of processing enrollments and appeals, and a button 'Learn about the enrollment process.' 3. 'SEBB benefits' with an icon of a person with an umbrella, a description of the SEBB Program benefits, and a button 'Explore SEBB benefits.' 4. 'Administrative tools and resources' with an icon of a person with a wrench, a description of finding accounting manuals and user guides, and a button 'Find tools and resources to help you administer benefits.'

HCA Support Portal Tips

When sending HCA Support messages, remember the following:

Submit tickets using the BA inquiry tile. Do not submit tickets in general support as a BA.

Select a category based on the scenario/question

Include Full details, SEBB Organization, sub agency number, phone number Employee first, last name, DOB and Full SSN

HCA Support request get auto-assigned.
O&T responds in the order in which received.

Please **do not share** the following:

Outreach and Training
1-800-700-1555

(Benefit Administrators only)

O&T staff email addresses or direct phone numbers

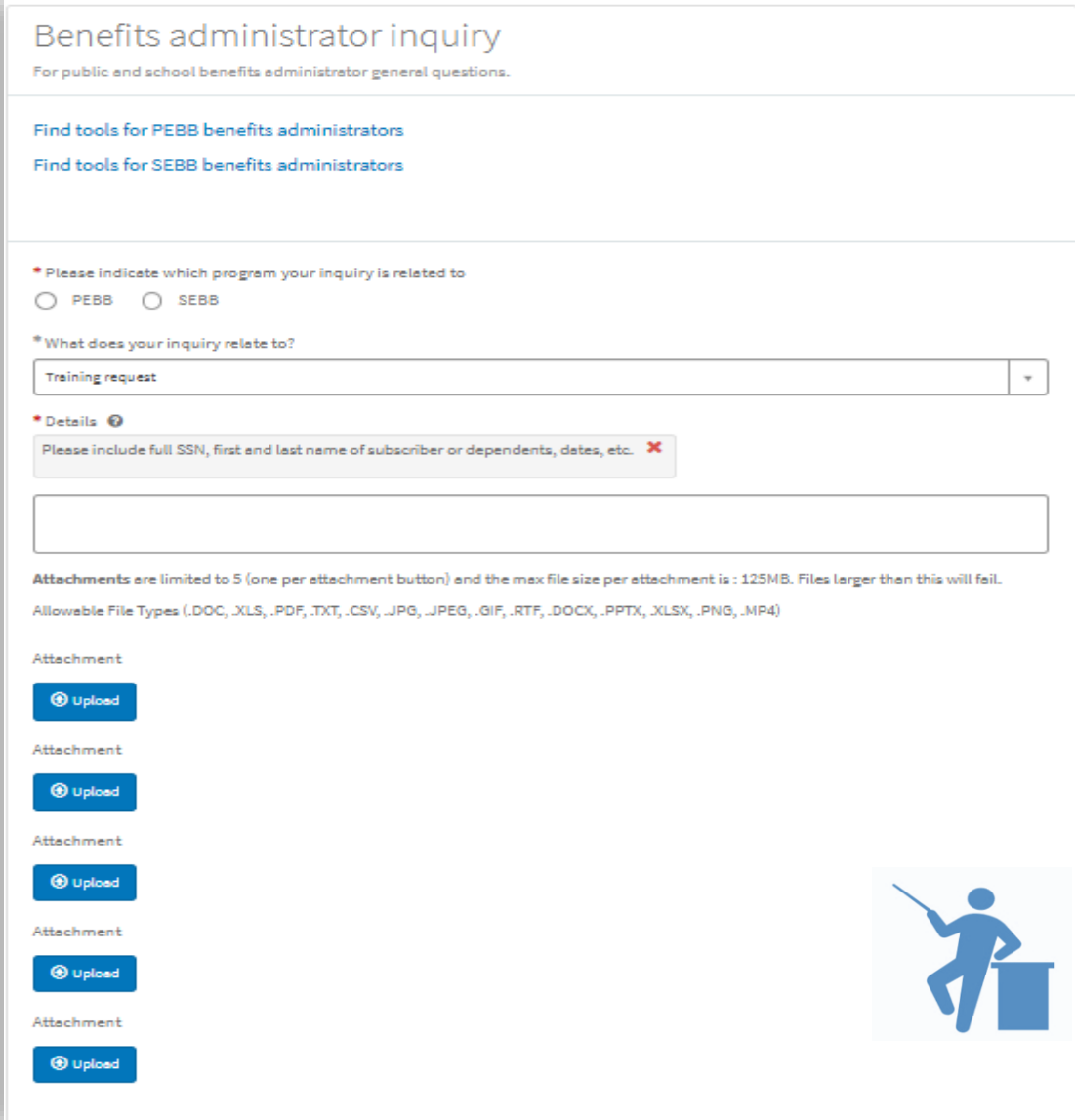
SEBB BA Training

Available to all BA's

Send training request using the HCA Support portal

- Attn: O&T Training Request
- Provide dates & times available, how many hours and subjects

SEBB My Account, BA Website, HCA Support application overview, and Q&A session.



The screenshot shows a web form titled "Benefits administrator inquiry" with the subtitle "For public and school benefits administrator general questions." Below the title are two links: "Find tools for PEBB benefits administrators" and "Find tools for SEBB benefits administrators". The form contains several sections: a radio button selection for "Please indicate which program your inquiry is related to" (PEBB or SEBB), a dropdown menu for "What does your inquiry relate to?" (currently showing "Training request"), a "Details" section with a red error message "Please include full SSN, first and last name of subscriber or dependents, dates, etc." and a large empty text box, and an "Attachments" section with five "Upload" buttons. A note states: "Attachments are limited to 5 (one per attachment button) and the max file size per attachment is : 125MB. Files larger than this will fail. Allowable File Types (.DOC, .XLS, .PDF, .TXT, .CSV, .JPG, .JPEG, .GIF, .RTF, .DOCX, .PPTX, .XLSX, .PNG, .MP4)". In the bottom right corner of the form area, there is a blue icon of a person standing next to a trash can.



Upcoming webinars

December 7, 2023/ 1 p.m.: ESD New BA Training Part 2

December 13, 2023/ 10 a.m.: ESD New BA Training Part 2

December 14, 2023/ 1 p.m.: ESD New BA Training Part 2

January 9, 2024/10 a.m.: Preparing for the launch of Benefits 24/7

January 26, 2024/10 a.m.: SEBB Benefits 24/7 Post launch webinar

Where to register: 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-materials-and-recordings



Thank you for participating



Questions & Answers