

# 2019 SEBB Program Implementation Guide

This reference document summarizes all of the relevant activities and events necessary to accomplish the key milestones leading up to open enrollment October 1 through November 15, 2019, for benefits effective January 1, 2020.

## July

### Major tasks:

- Set up payroll deduction processes.
  - Payroll deduction setup includes SEBB My Account billing file, supplemental life/AD&D and FSA/DCAP as appropriate.
- Submit authorized benefits administrator authorization forms to HCA by July 12.
- Submit eligibility files with mock data to HCA to test format and content.
- Record SEBB Program eligibility determinations into existing SEBB organization system of record.

### Key events:

- SEBB My Account benefits administrator authorization forms due July 12.
  - Superintendents must authorize SEBB My Account administrators.
  - SEBB My Account authorized administrators will be able to assign access to additional employees within their respective organizations.
  - Authorization is necessary to gain access to SEBB My Account and upload SEBB benefits-eligible employee data.
- Eligibility file testing (July 1 through August 15).
  - Submit eligibility files with mock data to HCA to test format and content.
  - Test results will be communicated back to SEBB organizations by email within two business days.
- Determine employee eligibility (July 1 through August 30).
  - Benefits administrators should record SEBB eligibility determinations within their system of record.
  - This will help prepare for the eligibility file uploads to SEBB My Account beginning September 3.

- **!** Send questions related to authorizing benefit administrators and eligibility file testing or uploading to [hcassebbsupport@hca.wa.gov](mailto:hcassebbsupport@hca.wa.gov). Send all other questions to the SEBB Outreach and Training team through **FUZE**.

## August

### Major tasks:

- Set up payroll deduction processes as appropriate.
- Attend a benefits administrator training session.
- Comment on draft SEBB policies from August 7–27.
- Determine SEBB benefits-eligible employees by August 30.

### Key events:

- Benefits administrator trainings (August 1 through September 25).
  - HCA is offering two-day, in-person trainings for school district, ESD, and charter school staff who will manage their organization's SEBB Program benefits for employees. If you are one of these benefit administrators, you are highly encouraged to register for one of the trainings. Please invite any brokers or third-party vendors who will be assisting your organization with SEBB benefits administration as well.
  - For more information on the training and to register, please visit the **SEBB Benefits Administrator web page**.

## September

### Major tasks:

- Attend a benefits administrator training session (if you did not attend in August).
- Begin upload of SEBB benefits-eligible employee data on September 3.
- Complete upload of SEBB benefits-eligible employee data by September 10 for supplemental life/accidental death & dismemberment (AD&D) and Medical Flexible Spending Arrangement (FSA)/Dependent Care Assistance Program (DCAP) online enrollment access on October 1.
- Provide COBRA enrollee data to HCA by September 13.

### Key events:

- Benefits administrator trainings continue.
  - See August for details.
- SEBB My Account access for authorized administrators (September 3).
  - Authorized administrators will be able to assign access within their respective organizations beginning on September 3.
  - Begin to upload SEBB benefits-eligible employee data files.
- Open enrollment eligibility data upload.
  - Authorized administrators can begin uploading SEBB eligible employee data on September 3 to enable school employee enrollment in SEBB benefits.
  - Completing the successful upload of eligibility data to SEBB My Account by 5:00 p.m. on September 10 will ensure that employees are able to enroll online for supplemental life/AD&D and Medical FSA/DCAP benefits beginning October 1.
  - Upload of eligibility data to SEBB My Account after September 10 may result in a delay to employees' ability to enroll online for these specific benefits, therefore, uploading eligibility data as soon as possible is highly encouraged.
  - SEBB My Account technical support contact center available for technical questions beginning September 16.
- *School Employee Initial Enrollment Guide* mails (September 18).
  - The *School Employee Initial Enrollment Guide* will provide detailed information about available plan offerings, benefit comparison charts, monthly premiums, service areas, how to check provider networks, ALEX (the online benefits advisor), virtual benefits fairs, and how to enroll through SEBB My Account.
  - An advance electronic copy will be emailed to benefits administrators and SEBB organization leaders in early September.
  - On September 18, printed enrollment guides will mail to school employees. **Note:** To encourage online enrollment, paper enrollment forms will not be included with the guide.
  - In addition, each SEBB organization will receive printed copies of the guide and enrollment forms packets equivalent to 20 percent of their employee population to distribute as needed.
  - The guide will be available as a PDF to download from [hca.wa.gov/sebb-employee](https://hca.wa.gov/sebb-employee).

## October–November

### Major tasks:

- Benefits administrators attest to current disabled dependent certifications.
  - Indicate in SEBB My Account that a current certification exists in their system or proof of certification has been provided to them by the subscriber for each disabled dependent.

### Key events:

- First annual open enrollment (October 1 – November 15).
  - Eligible school employees can enroll in SEBB Program benefits using SEBB My Account.
- Eligible employees can access to SEBB My Account (October 1).

- First day members can set up and access their personal SEBB Program account to enroll themselves and their dependents (including disabled dependents), and upload dependent verification documents.
- SEBB My Account Contact Center available for technical support.
- Benefits fairs (September 30 – November 7).
  - Benefits fairs provide eligible school employees and continuation coverage (COBRA) members the opportunity to talk with SEBB Program staff and health plan and vendor representatives.

## December

### Major tasks:

- Benefits administrators continue to attest to current disabled dependent certifications through December 31.
- Download billing file in SEBB My Account on December 16.
  - Payment due date for January coverage is February 5, 2020.
- Provide COBRA enrollee data by December 15.

## January 1, 2020 – SEBB benefits are effective

### Major tasks:

- Provide final list of COBRA enrollee data by January 15.

### Key events:

- SEBB enrollees start receiving benefits for the coverage(s) they elected (or were defaulted to).