

# 2019 SEBB Program Implementation Timeline

Learning Opportunities	June	July	August	September	October	November	December
School employees communications and activities	<b>June 17</b> Intercom newsletter mails		<b>August 7</b> First annual open enrollment reminder postcard mails	<b>September 3</b> All open enrollment information on <a href="http://hca.wa.gov/sebb-employee">hca.wa.gov/sebb-employee</a>  <b>September 16</b> SEBB My Account Contact Center open for technical questions  <b>September 18</b> School Employee Initial Enrollment Guide mails  <b>September 30</b> Benefits fairs begin	<b>Benefits fairs continue</b>  <b>October 1</b> Access to SEBB My Account, Virtual Benefits Fairs, and ALEX  <b>Smart Health portal live</b>	<b>November 7</b> Benefits fairs end	
Engagement events	<b>June 21</b> ESD Financial Officers meeting  <b>June 28–29</b> PSE “TEAM” Leadership Training  <b>June 30–July 2</b> ..... WASA/AWSP Annual Conference	<b>July 22–23</b> WASBO Business Managers Conference	<b>August 1</b> Northeast ESD 101 School District Benefit Administrators meeting  <b>August 2–3</b> PSE Annual Convention  <b>August 7</b> Washington Education Insurance Cooperative (NW School Districts)	<b>September 27</b> WASSDA Legislative Assembly	<b>October 10–12</b> WSIPC User Group Meeting		
Training	<b>Payroll setup webinars</b>  <b>June 28</b> Eligibility process webinar	<b>July 9, 15</b> LTD Payroll webinar  <b>July 15</b> Eligibility determination guidance email sent  <b>July 19, 26</b> Eligibility process webinars	<b>Benefits Administrator training sessions</b>  <b>August 28</b> SEBB Program benefits administrator training video posted online	<b>Benefits Administrator training sessions</b>			
📍 Key Dates	📍 <b>June 14</b> Beta testing feedback due	📍 <b>July 12</b> Submit list of authorized benefits administrators to HCA	📍 <b>August 30</b> Complete employee SEBB Program eligibility determinations	📍 <b>September 10</b> Complete eligibility data upload	📍 <b>October 1</b> First annual open enrollment begins	📍 <b>November 15</b> First annual open enrollment ends	📍 <b>December 16</b> January billing file available in SEBB My Account

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

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To Do List	June	July	August	September	October	November	December
Benefits Administrators (HR, payroll, benefits staff)	Register for benefits administrator training Sign up for SEBB Rules & Policy email updates Attend eligibility process and payroll setup webinars June 25 Comments on draft SEBB rules due June 28 Comments on SEBB policies due	Set up payroll deduction processes as appropriate Attend eligibility process and payroll setup webinars July 1–August 30 ..... Determine SEBB benefits-eligible employees	Set up payroll deduction processes as appropriate August 7–27 Comment on draft SEBB policies	September 3 Begin upload of SEBB benefits-eligible employee data September 10 Complete eligibility data upload for Oct. 1 enrollment in supplemental life/AD&D and Medical FSA/DCAP August 1–September 25 ..... Attend a 2-day benefits administrator training session	Attest to current disabled dependent certifications	Attest to current disabled dependent certifications	Attest to current disabled dependent certifications Provide COBRA enrollee information to HCA December 16 Download billing invoice file from SEBB My Account
Superintendents		July 12 Submit benefits administrator authorization form to HCA					
IT staff or vendors	Attend eligibility process and payroll setup webinars	Set up payroll deduction processes as appropriate Attend eligibility process webinars	Set up payroll deductions processes as appropriate				