2019 SEBB Program Implementation Timeline

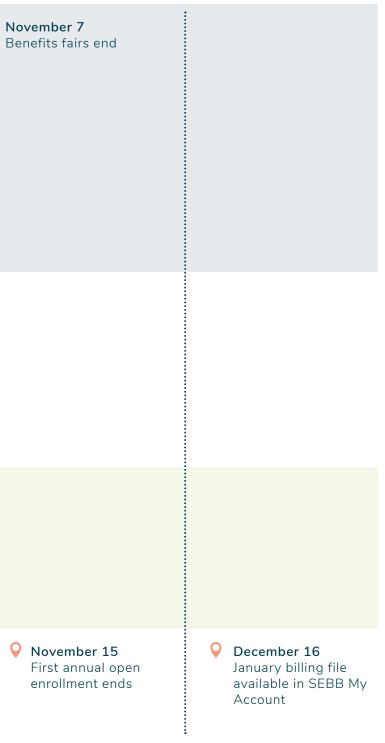
Learning Opportunities	June	July	August	September	October
School employees communications and activities	June 17 Intercom newsletter mails		August 7 First annual open enrollment reminder postcard mails	September 3 All open enrollment information on hca.wa.gov/sebb-employee September 16 SEBB My Account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

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



November

December



HCA 20-0121 (7/19)

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To Do List	June	July	August	September	October	٢
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 be employees	enefits-eligible August 1–S	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 September 25	Attest to current disabled dependent certifications	
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			

Washington State Health Care Authority

SCHOOL EMPLOYEES BENEFITS BOARD

November

Attest to current disabled dependent certifications

December

Attest to current disabled dependent certifications

Provide COBRA enrollee information to HCA

December 16 Download billing invoice file from SEBB My Account