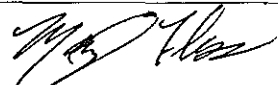


Title: Special Open Enrollment (SOE)

Policy #45-2

Contact:	Rules Specialist, PEB Division	Effective:	January 1, 2014
		Rescinded:	
Associated RCW:	Chapter 41.05 RCW	Supersedes:	N/A
Associated WAC:	Chapters 182-08 & 182-12 WAC		
Assoc. fed law/reg:	HIPAA; IRC §105(b), §125, §129, §152, §223; Treas. Reg. §1.125-4	Owner:	Policy & Rules Manager, PEB Division
Associated Procedures:		Approved by:	
Associated Forms & Communication	Addendum 45-2A; State of Washington Salary Reduction Plan	Position:	Deputy Division Director, PEB Division
		Date approved:	12-6-13

Purpose:

This policy applies whenever a subscriber requests an enrollment change or election change outside of the Public Employees Benefits Board (PEBB) annual open enrollment.

Policy:

1. The PEBB Program and employing agencies must use Addendum 45-2A when processing a subscriber's request to change his or her enrollment or his or her dependent's enrollment under a group health plan (medical or dental).
2. The PEBB Program and employing agencies must use Addendum 45-2A when processing an employee's request to change his or her election under the state's salary reduction plan.
3. A PEBB subscriber must use Addendum 45-2A to determine if he or she is allowed to change enrollment in a group health plan (medical or dental) or change an election under the state's salary reduction plan.
4. A PEBB subscriber must provide evidence of the event that created the special open enrollment (SOE). Addendum 45-2A provides examples of documents that provide valid evidence of the event that created the SOE.

Exception: Evidence of the event that created the SOE is not required for a premium payment plan change due to dependent loss of eligibility.