


**Title: Certifying eligibility for an extended dependent child**

**PEBB Program Administrative Policy 37-1**

<b>Contact:</b>	Policy and Rules Coordinator, ERB Division	<b>Effective:</b>	January 1, 2021
		<b>Rescinded:</b>	
<b>Associated RCW:</b>	41.05.080 41.05.090 41.05.095	<b>Supersedes:</b>	
<b>Associated PEB Board Policy Resolutions:</b>			
<b>Associated WAC:</b>	182-12-128 182-12-260 182-12-262 182-12-265 182-12-270		
<b>Associated federal law/regulations:</b>		<b>Owner:</b>	Policy, Rules, & Compliance Manager, ERB Division
<b>Associated Procedures:</b>			
<b>Associated Forms &amp; Communication</b>	<i>Forms:</i> 50-500, 50-400, 52-030, 51-403F, 50-801  <i>Communications:</i> HCA 50-032, 50-036, 50-031, 50-380	<b>Approved by:</b>	
		<b>Position:</b>	Director of the PEBB Program
		<b>Date approved:</b>	September 17, 2020

**Purpose:**

This policy applies when a subscriber submits the required forms to enroll an extended dependent child in the subscriber's Public Employees Benefits Board (PEBB) health plan coverage.

**Policy:**

1. The PEBB Program must certify the eligibility of an extended dependent child before allowing enrollment in PEBB health plan coverage. The PEBB Program reviews the certification of an extended dependent child annually. However, the PEBB Program reserves the right to review an extended dependent child's eligibility at any time.
2. Children are eligible for PEBB health plan coverage as described in WAC 182-12-260(3). The rule includes the criteria an extended dependent child must satisfy.
3. The subscriber must provide required forms within enrollment time limits as described in WAC 182-12-262(4).
4. The subscriber must demonstrate legal responsibility by providing a valid court order, and the child's official residence must be with the custodian or guardian. If a valid court order does not stipulate a

custody or guardianship end date, the order can be used annually when recertifying an extended dependent child up to the last day of the month in which their twenty-sixth birthday occurs (except as described in WAC 182-12-260 (3)(g)).

5. For a subscriber that meets the eligibility and procedural requirements to enroll an eligible extended dependent child, the extended dependent child will be enrolled in PEBB health plan coverage as follows:
  - a. When the subscriber becomes eligible and enrolls in PEBB benefits, the extended dependent child will be enrolled with the same effective date as the subscriber (WAC 182-12-262 (1)(a)).
  - b. When the subscriber enrolls the extended dependent child during the PEBB Program's annual open enrollment, PEBB coverage begins January 1<sup>st</sup> of the following year (WAC 182-12-262 (1)(b)).
  - c. When the subscriber enrolls the extended dependent child due to a special open enrollment event, PEBB health plan coverage begins the first day of the month following the later of the event date or eligibility certification (WAC 182-12-262 (3)(a)(ii)).  
*"Eligibility certification" means the date the PEBB Program receives the appropriate PEBB enrollment form, PEBB Extended Dependent Certification form, and a valid court order that demonstrates the legal responsibility.*
  - d. When the subscriber enrolls the extended dependent child due to a National Medical Support Notice (NMSN) requirement to cover a dependent child, PEBB health plan coverage begins the first day of the month following receipt by the employing agency of the NMSN. If the NMSN is received by the employing agency on the first day of the month, the change to health plan coverage or enrollment begins on that day (WAC 182-12-262 (1)(d) and 182-12-263 (1)(d)).
6. When the subscriber enrolls an extended dependent child, the subscriber must complete a *PEBB Declaration of Tax Status* form. If the subscriber is an employee eligible to participate in the salary reduction plan as described in WAC 182-12-116, the monthly medical premium for the extended dependent child will be withheld from the employee's paycheck post-tax.
7. PEBB Program certification of an extended dependent child's eligibility is valid for twelve months, except when:
  - a. The child is within twelve months of turning age twenty-six; or
  - b. The end date of legal custody or guardianship is sooner than twelve months; or
  - c. The PEBB Program reviews the extended dependent child's eligibility as described in section 1 above and the PEBB Program determines that the child is not eligible.
8. If the subscriber is moving from School Employees Benefits Board (SEBB) Program coverage to PEBB Program coverage with an extended dependent, and the extended dependent is currently enrolled in health plan coverage through the SEBB Program, the subscriber is not required to recertify until the current certification issued, while the subscriber is enrolled in SEBB Program coverage expires.