

## Special open enrollment (SOE) matrix: Summary of permitted election changes (effective 1/1/2023)

Your health plan enrollment is for an entire year (January 1 through December 31), unless you make changes during a special open enrollment (SOE) or are no longer eligible under School Employees’ Benefits Board (SEBB) Program rules.

An SOE is created by a specific life event. This addendum summarizes SOE events from Washington Administrative Codes (WACs) 182-30-090, 182-30-100, 182-31-080, and 182-31-150.

A special open enrollment event must be an event other than a school employee gaining initial eligibility for SEBB benefits or regaining eligibility for SEBB benefits.

A school employee may waive enrollment in SEBB medical only if they are enrolled in other employer-based group medical, a TRICARE plan, or Medicare. These enrollments may correspond with specific special open enrollment events 1-21 on the following pages.

A school employee may waive their enrollment in SEBB medical to enroll in public employees benefits board (PEBB) medical only if they are enrolled in PEBB dental. A school employee who waives enrollment in SEBB medical to enroll in PEBB medical also waives enrollment in SEBB dental and SEBB vision.

When enrolling a newly eligible state registered domestic partner, children of the state registered domestic partner, a newly eligible extended dependent, or other non-qualified tax dependent, the subscriber must complete a SEBB Declaration of Tax Status form and submit it with their SEBB enrollment form.

To use the SOE Matrix, simply find the desired change in enrollment (top blue row) and the event (green column) that occurred or will occur. Find where the row and column meet on the matrix to determine if the desired change is allowed, and conditions that may apply.

In *Example 1* below, a "Change health plan election" (blue) is allowed based on the SOE event of "Birth or Adoption" (green). If the box indicates "SOE Not Allowed," then no change is allowed.

### Example 1:

**Events below may create a Special Open Enrollment:**

		Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below.  This list is not all inclusive.  Forms listed in this column are used to verify evidence of the SOE.	Change Health Plan Election  (Medical and/or Dental) 182-30-090
<b>3</b>	<b>BIRTH OR ADOPTION</b>  The subscriber acquires a new dependent due to birth, adoption or when the subscriber has assumed a legal obligation for total or partial support in anticipation of adoption.	<ul style="list-style-type: none"> <li>• Birth certificate (or hospital certificate with the child’s footprints on it) showing the name of parent who is the subscriber, the subscriber’s spouse, or the subscriber’s state registered domestic partner; or</li> <li>• Certificate or decree of adoption; or</li> <li>• Placement letter from adoption agency</li> </ul>	<p>▶▶ Allowed only if the subscriber enrolls a new child and if the subscriber provides notice no later than 60 days after the event.</p> <p><b>Effective Date</b> The new plan effective date is the first of the month of the birth, adoption or when assuming legal obligation. This may result in different dates for dependent enrollment and plan change.</p>

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This matrix only summarizes special open enrollment events in chapters 182-30 and 182-31 WAC and the corresponding actions that are allowed. It does not describe other circumstances such as initial eligibility, open enrollment, termination for loss of eligibility, or National Medical Support Notices. Notification of the SOE event **must be received no later than sixty (60) days after the event occurs**, except for birth/adoption SOE event #3.

► Provides example(s) of Internal Revenue Service (IRS) "consistency rule;" the election change must be allowable under Internal Revenue Code and Treasury regulations and correspond to and be consistent with the event that creates the SOE.

<p><b>Events below may create a <u>Special Open Enrollment</u>:</b></p>		Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below.	Change Health Plan Election	Enroll Eligible Dependent(s) in Health Plan Coverage	Remove Eligible Dependent(s) from Health Plan Coverage	Waive Enrollment in Medical	Return from Waived Enrollment in Medical	Enroll In or Change Premium Payment Plan	Enroll In or Change Medical FSA or Limited Purpose FSA	Enroll In or Change DCAP
		<p>This list is not all inclusive. See SEBB policy 31-1 for additional valid verification documents.</p> <p>Documents listed in this column are used to verify evidence of the SOE.</p>	<p>("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) 182-30-090</p>	<p>("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) 182-31-150</p>	<p>("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) 182-31-150</p>	<p>(School employees Only) 182-31-080</p>	<p>(School employees Only) 182-31-080</p>	<p>(School employees Only) 182-30-100</p>	<p>(School employees Only) 182-30-100</p>	<p>(School employees Only) 182-30-100</p>
<b>1</b>	<p><b>MARRIAGE</b></p> <p>The subscriber acquires a new dependent due to marriage.</p> <p><i>The required form must be received no later than 60 days after the date of marriage.</i></p>	<ul style="list-style-type: none"> <li>Marriage certificate</li> </ul>	<p>► Allowed only if the subscriber enrolls a new spouse.</p> <p><b>Effective Date</b> The new plan effective date is the first of the month after the later of: (a) Date of marriage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p>► The subscriber may enroll a new spouse and any dependent children of the spouse. Existing uncovered dependents may not be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Date of marriage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment date is that day.</p>	<p>► Allowed only if the dependent enrolls in the new spouse's employer-based group health plan.</p> <p><b>Remove Date</b> Remove the dependent from coverage the last day of the month of the later of: (a) Date of marriage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the waive date is the last day of the previous month.</p>	<p>► Allowed only if the school employee enrolls in medical under the new spouse's employer-based group health plan.</p> <p><b>Waive Date</b> Waive coverage the last day of the month of the later of: (a) Date of marriage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the waive date is the last day of the previous month.</p>	<p>► The school employee may enroll in order to enroll a new spouse or children acquired through the marriage. Existing uncovered dependents may not be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Date of marriage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>► Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</p> <p>Premiums may be collected pre-tax if a spouse and/or dependents qualify as tax dependents (unless otherwise requested).</p>	<p>► The school employee may enroll or increase election for a tax-dependent spouse or tax-dependent children, or decrease election if the school employee or tax-dependent children gain eligibility and enroll in a new spouse's health plan or FSA.</p> <p>The enrollment or change is effective the first day of the month following the later of: (a) Date of marriage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p>► The school employee may enroll or increase election if gaining a new IRC Section 21(b)(1) qualifying individual, or decrease or cease election if a new tax-dependent spouse is not employed or makes a DCAP coverage election under their plan.</p> <p>The enrollment or change is effective the first day of the month following the later of: (a) Date of marriage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>

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<p><b>2 REGISTERING A STATE REGISTERED DOMESTIC PARTNERSHIP</b></p> <p>The subscriber acquires a new dependent due to registering a state registered domestic partnership.</p> <p><i>The required form must be received no later than 60 days after the date of registration.</i></p> <ul style="list-style-type: none"> <li>• Certificate of state-registered domestic partnership or legal union; and</li> <li>• SEBB Declaration of Tax Status form</li> </ul>	<p>▶▶ Allowed only if the subscriber enrolls a new state registered domestic partner or a child acquired through the state registered domestic partnership who is also a newly eligible tax dependent.</p> <p><b>Effective Date</b> The new plan effective date is the first of the month after the later of: (a) Date of registration, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p>▶▶ The subscriber may enroll a newly eligible state registered domestic partner and any dependent children of the new state registered domestic partner. Existing uncovered dependents may <u>not</u> be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Date of registration, or (b) Date form is received.</p> <p>If later of (a) or (b) is the first day of the month, the enrollment date is that day.</p>	<p>▶▶ Allowed only if the dependent enrolls in the new state registered domestic partner's employer-based group health plan.</p> <p><b>Remove Date</b> Remove the dependent from coverage the last day of the month of the later of: (a) Date of registration, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the remove date is the last day of the previous month.</p>	<p>▶▶ Allowed only if the school employee enrolls in medical under the new state registered domestic partner's employer-based group health plan.</p> <p><b>Waive Date</b> Waive coverage the last day of the month of the later of: (a) Date of registration, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the waive date is the last day of the previous month.</p>	<p>▶▶ The school employee may enroll in order to enroll a state registered domestic partner or children acquired through the state registered domestic partnership. Existing uncovered dependents may <u>not</u> be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of month after the later of: (a) Date of registration, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</p> <p>In most cases, premiums are collected post-tax because the domestic partner may not be considered a tax dependent.</p> <p>Premiums may be collected pre-tax if a state registered domestic partner and/or children of a state registered domestic partner qualify as tax dependents.</p>	<p>▶▶ The school employee may enroll or increase election for newly eligible tax dependents, or decrease election if the school employee or tax-dependent children gain eligibility and enroll in a new state registered domestic partner's health plan or FSA.</p> <p>The enrollment or change is effective the first day of the month following the later of: (a) Date of registration, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p>▶▶ The school employee may enroll or increase election if gaining a new IRC § 21(b)(1) qualifying individual. IRC § 21(b)(1) concludes that a qualifying individual is a dependent of the tax payer (who in this case is the school employee).</p> <p>The enrollment or change is effective the first day of the month following the later of: (a) Date of registration, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>

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<p><b>3 BIRTH OR ADOPTION</b></p> <p>The subscriber acquires a new dependent due to birth, adoption or when the subscriber has assumed a legal obligation for total or partial support in anticipation of adoption.</p> <ul style="list-style-type: none"> <li>• Birth certificate (or hospital certificate with the child's footprints on it); or</li> <li>• Certificate or decree of adoption; or</li> <li>• Placement letter from adoption agency</li> </ul> <p>All valid documents for proof of this event must show the name of the parent who is the subscriber, the subscriber's spouse, or the subscriber's state registered domestic partner.</p>	<ul style="list-style-type: none"> <li>▶▶ Allowed only if the subscriber enrolls a new child and if the subscriber provides notice no later than 60 days after the event.</li> </ul> <p><b>Effective Date</b> The new plan effective date is the first of the month of the birth, adoption or when assuming legal obligation. This may result in different dates for dependent enrollment and plan change.</p>	<ul style="list-style-type: none"> <li>▶▶ Allowed if the subscriber provides notice no later than 60 days after the event, if adding the child increases the premium.</li> </ul> <p>If adding the child does not increase the premium, the subscriber should notify the SEBB Program by submitting the required enrollment forms as soon as possible.</p> <p>The subscriber may also enroll a spouse or state registered domestic partner, but may not enroll existing uncovered dependent children.</p> <p><b>Enrollment Date</b> Enrollment of the newborn or newly adopted child is effective the day of the birth, adoption or day assuming legal obligation. Enrollment of the spouse or state registered domestic partner is effective the first day of the month of the birth, adoption or when assuming legal obligation.</p>	<ul style="list-style-type: none"> <li>▶▶ Allowed only if the dependent being removed enrolls in other coverage due to the birth or adoption of a child, and if the subscriber provides notice no later than 60 days after the event. Does not apply to other existing dependent children.</li> </ul> <p><b>Remove Date</b> Remove the dependent from coverage the last day of the month of the birth, adoption or when assuming legal obligation.</p>	<ul style="list-style-type: none"> <li>▶▶ Allowed only if the school employee enrolls in medical under a spouse or state registered domestic partner due to birth or adoption, and if the school employee provides notice no later than 60 days after the event.</li> </ul> <p><b>Waive Date</b> Waive coverage the last day of the month after the later of: (a) Birth, adoption or when assuming legal obligation, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the waive date is the last day of the previous month.</p>	<ul style="list-style-type: none"> <li>▶▶ If the school employee provides notice no later than 60 days after the event, the school employee may enroll in order to enroll a new child. A spouse or state registered domestic partner may enroll. Existing uncovered dependent children may <u>not</u> be enrolled.</li> </ul> <p><b>Enrollment Date</b> Enrollment for the school employee is effective the first day of the month of birth, adoption or when assuming legal obligation.</p> <p>Enrollment of the newborn or newly adopted child is effective the day of the birth, adoption or day assuming legal obligation. Enrollment of the spouse or state registered domestic partner is effective the first day of the month of the birth, adoption or when assuming legal obligation.</p>	<ul style="list-style-type: none"> <li>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</li> </ul> <p>If notice is provided more than 60 days after the event, any related increase in the school employee premium is post-tax.</p> <p>The school employee must submit a <i>Premium Payment Plan Election/Change Form</i> during the next open enrollment to request to change back to pre-tax premiums.</p>	<ul style="list-style-type: none"> <li>▶▶ The school employee may enroll or increase election for a new tax dependent child or spouse, or decrease election if the school employee or an existing child dependent gains eligibility and enrolls under a spouse or state registered domestic partner's health plan or FSA.</li> </ul> <p>Enroll or change election within 60 days of the birth or adoption. The enrollment or change is effective the first day of the month of the birth, adoption, or assuming legal obligation.</p>	<ul style="list-style-type: none"> <li>▶▶ The school employee may enroll or increase election for a new IRC Section 21(b)(1) qualifying individual, or decrease election if the school employee or an existing IRC Section 21(b)(1) qualifying individual gains eligibility and enrolls under a spouse or state registered domestic partner's DCAP.</li> </ul> <p>Enroll or change election within 60 days of the birth or adoption. The enrollment or change is effective the first day of the month of birth, adoption, or assuming legal obligation.</p>

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<p><b>4</b></p> <p><b>NEWLY ELIGIBLE EXTENDED DEPENDENT</b></p> <p>The subscriber acquires a new dependent due to a child becoming eligible as an extended dependent through legal custody or legal guardianship.</p> <p><i>The required form must be received no later than 60 days after the date the new dependent becomes eligible as an extended dependent.</i></p>	<ul style="list-style-type: none"> <li>Completed and signed Extended SEBB Dependent Certification form; and</li> <li>SEBB Declaration of Tax Status form AND</li> <li>Valid court order showing legal custody; guardianship, or temporary guardianship, signed by a Judge or officer of the court.</li> </ul>	<p>▶▶ Allowed only if the subscriber enrolls a new extended dependent.</p> <p><u>Enrollment Date</u> New health plan coverage will begin the first day of the month following the later of the event date or the date SEBB Program certifies the new extended dependent.</p>	<p>▶▶ The subscriber may enroll a new extended dependent. Existing uncovered dependents may <u>not</u> be enrolled.</p> <p><u>Enrollment Date</u> Enrollment is effective the first day of the month following later of the event date or the date the SEBB Program certifies the new extended dependent.</p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ The school employee may enroll in order to enroll a new extended dependent. Existing uncovered dependents may <u>not</u> be enrolled.</p> <p><u>Enrollment Date</u> Enrollment is effective the first day of the month following the later of the event date or the date the SEBB Program certifies the new extended dependent.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</p> <p>Premiums may be collected pre-tax if an extended dependent qualifies as a tax dependent, as defined in IRC §152(c)(2).</p> <p>▶▶ The school employee may enroll or increase election only if a tax dependent, as defined in IRC §152(c)(2), gains eligibility under a health plan or FSA.</p> <p>The enrollment or change is effective the first day of the month following the later of:</p> <p>(a) The event date, or</p> <p>(b) The date the SEBB program certifies the new extended dependent. If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p>▶▶ The school employee may enroll or increase election to take into account expenses of a new IRC Section 21(b)(1) qualifying individual.</p> <p>The enrollment or change is effective the first day of the month following the later of:</p> <p>(a) The event date, or</p> <p>(b) The date the SEBB program certifies the new extended dependent. If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>
<p><b>5</b></p> <p><b>DEPENDENT LOSES ELIGIBILITY</b></p> <p>The subscriber's dependent no longer meets SEBB eligibility criteria:</p> <ul style="list-style-type: none"> <li>- Divorce, annulment</li> <li>- Dissolution of state registered domestic partnership (when state registered domestic partner was tax dependent)</li> <li>- A dependent child ceases to be eligible</li> <li>- A dependent dies</li> </ul> <p><i>The required form must be received no later than 60 days after the last day of the month the dependent no longer meets SEBB eligibility criteria.</i></p>	<p>Evidence only required for FSA election change:</p> <ul style="list-style-type: none"> <li>Petition for Dissolution of marriage (divorce); or</li> <li>Petition for Dissolution of state registered domestic partnership; or</li> <li>Copy of a death certificate (only for a change in FSA election)</li> </ul>	<p><b>SOE Not Allowed</b></p> <p>A dependent's loss of SEBB eligibility does not provide a special open enrollment opportunity for the subscriber.</p> <p>WAC 182-31-150(2)(a) requires a subscriber to remove a dependent within sixty (60) days of the last day of the month the dependent no longer meets the eligibility criteria in 182-31-140.</p> <p>See SEBB Program Administrative Policy 19-1 <i>Termination Due to Loss of Eligibility or Enrollment Error</i> (Addendums 19-1A and 19-1B).</p>			<p>▶▶ Premium payment plan changes are allowed when a tax dependent's coverage is terminated for loss of eligibility.</p>	<p>The school employee may prospectively decrease or revoke election due to loss of a tax-dependent's eligibility.</p> <p>The enrollment or change is effective the first day of the month following the later of:</p> <p>(a) Date of loss of eligibility, or</p> <p>(b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p><b>SOE Not Allowed</b></p> <p><b>See Event #20:</b> "Changed Cost of Dependent Care" (N/A for child turning 26)</p>	

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<p>• Certificate of Creditable Coverage; or</p> <p>• Letter of termination of coverage from health plan; or</p> <p>• Letter of termination of coverage from the employer's personnel, payroll, or benefits office; or</p> <p>• COBRA election notice if it is personalized to the subscriber or subscriber's dependent who lost coverage and provides the date coverage was lost</p> <p>Note: Evidence requirement is met when loss of other coverage is SEBB coverage, and loss is verified by the SEBB Program when enrolling the subscriber or dependent to coverage.</p>	<p>▶▶ Allowed only if the subscriber enrolls or the subscriber enrolls a dependent who lost other coverage.</p> <p><b>Effective Date</b> The new plan effective date is the first of the month after the later of: (a) Date of loss of coverage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p>▶▶ The subscriber may enroll a dependent who lost other coverage. Existing uncovered dependents who did not lose other coverage may <u>not</u> be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Date of loss of coverage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment date is that day.</p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ The school employee <u>must</u> have lost other coverage. Or, if the SOE is due to a dependent's loss of coverage, the school employee may enroll in order to enroll the dependent. Existing uncovered dependents who did not lose other coverage may <u>not</u> be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Date of loss of coverage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</p> <p>The event that creates an SOE must apply to the school employee or the school employee's tax dependent.</p>	<p>▶▶ If the school employee or a tax dependent loses other coverage, the school employee may enroll or increase election.</p> <p>The enrollment or change is effective the first day of the month following the later of: (a) Date of loss of other coverage, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p><b>SOE Not Allowed</b></p>
<p><b>6</b></p> <p><b>LOSS OF OTHER COVERAGE</b></p> <p>The subscriber or the subscriber's dependent loses other coverage under a group health plan or through health insurance coverage, as defined by HIPAA.</p> <p><i>The required form must be received no later than 60 days after the date of the loss of other coverage.</i></p> <ul style="list-style-type: none"> <li><i>If other coverage was COBRA, coverage must have been lost because the enrollee reached the end of their maximum coverage period.</i></li> <li><i>If other coverage was not COBRA, coverage must have been lost because of loss of eligibility, or because employer contributions for coverage terminated.</i></li> </ul>								

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<p><b>7a</b></p>	<p><b>CHANGE IN EMPLOYMENT STATUS (SUBSCRIBER)</b></p> <p>The subscriber has a change in employment status that affects the subscriber's eligibility for their employer contribution toward their employer-based group health plan.</p> <p><i>The required form must be received no later than 60 days after the date of the change in employment status.</i></p> <p><i>Note: This event does not apply when an eligible school employee transfers to another SEBB organization or moves within the same SEBB organization to another benefits-eligible position without a break in SEBB coverage.</i></p> <p><b>See also:</b> <b>WAC 182-30-080(3)</b> for additional information on regaining eligibility for SEBB benefits.</p>	<ul style="list-style-type: none"> <li>School employee hire letter from their employer that contains information about benefits eligibility; or</li> <li>Employment contract; or</li> <li>Termination letter; or</li> <li>Letter of resignation; or</li> <li>Statement of insurance; or</li> <li>Certificate of Coverage</li> </ul>	<p>▶▶ Allowed if the change in employment status causes the subscriber to gain or lose eligibility for the employer contribution toward their employer-based group health plan.</p> <p><b>Effective Date</b> The new plan effective date is the first of the month after the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p>▶▶ If the subscriber gains eligibility for the employer contribution, the subscriber may enroll eligible dependents.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment date is that day.</p>	<p>▶▶ The subscriber may remove eligible dependents if the subscriber loses eligibility for the employer contribution.</p> <p><b>Remove Date</b> Remove from coverage the last day of the month of the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the remove date is the last day of the previous month.</p> <p><b>Note:</b> If new coverage is SEBB, the remove date must coincide with enrollment.</p>	<p>▶▶ Allowed only when the school employee enrolls in medical under another employer-based group health plan based upon a change in their employment status that affects eligibility for the employer contribution.</p> <p><b>Waive Date</b> Waive coverage the last day of the month of the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the waive date is the last day of the previous month.</p> <p><b>Note:</b> If new coverage is SEBB, the waive date must coincide with enrollment.</p>	<p>▶▶ Allowed only when the school employee loses eligibility for the employer contribution toward medical under another employer based group health plan.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</p> <p>The event that creates an SOE must apply to the school employee.</p> <p>▶▶ An FSA change is only allowed when a change in employment status affects the school employee's eligibility for the FSA.</p> <p>If the school employee gains eligibility under another plan, the school employee may decrease or cease election.</p> <p>If the school employee loses eligibility under another plan, the school employee may enroll or increase election.</p> <p>The enrollment or change is effective the first day of the month following the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p>▶▶ A DCAP change is only allowed when a change in employment status affects the school employee's eligibility for the DCAP.</p> <p>The enrollment or change is effective the first day of the month following the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p>▶▶ A DCAP change is only allowed when a change in employment status affects the school employee's eligibility for the DCAP.</p> <p>The enrollment or change is effective the first day of the month following the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>

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<p><b>7b</b></p> <p><b>CHANGE IN EMPLOYMENT STATUS (SUBSCRIBER'S DEPENDENT)</b></p> <p><i>The subscriber's dependent has a change in employment status that affects their eligibility or their dependent's eligibility for their employer contribution under their employer-based group health plan.</i></p> <p><i>The required form must be received no later than 60 days after the date of the change in employment status.</i></p> <p><i>Exception: For the purposes of this special open enrollment "employer contribution" means contributions made by the dependent's current or former employer toward health coverage as described in Treasury Regulation 26 C.F.R. 54.9801-6.</i></p>	<ul style="list-style-type: none"> <li>School employee hire letter from their employer that contain information about benefits eligibility; or</li> <li>Employment contract; or</li> <li>Termination letter; or</li> <li>Letter of resignation; or</li> <li>Statement of insurance; or</li> <li>Certificate of Coverage</li> </ul>	<p>▶▶ Allowed only if the subscriber enrolls an eligible dependent who lost eligibility for the employer contribution toward employer-based group health plan coverage due to a change in the dependent's employment status.</p> <p><b>Effective Date</b> The new plan effective date is the first of the month after the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p>▶▶ The subscriber is allowed to enroll the eligible dependent who lost coverage due to the dependent's loss of eligibility for the employer contribution. Existing uncovered dependents may <u>not</u> be enrolled unless allowable under SOE #7a.</p> <p><b>Effective Date</b> The new plan effective date is the first of the month after the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the effective date is that day</p>	<p>▶▶ Allowed only if the subscriber's dependent that is being removed enrolls under the employer-based group health plan when they gain eligibility for the employer contribution. The dependent's removal must be consistent with the SOE event.</p> <p><b>Remove Date</b> Remove from coverage the last day of the month of the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the remove date is the last day of the previous month.</p> <p>Note: If new coverage is SEBB, the remove date must coincide with enrollment.</p>	<p>▶▶ Allowed only when the school employee enrolls in their dependent's medical under the dependent's employer-based group health plan where they gained eligibility for the employer contribution.</p> <p><b>Waive Date</b> Waive coverage the last day of the month of the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the waive date is the last day of the previous month.</p> <p>Note: If new coverage is SEBB, the waive date must coincide with enrollment.</p>	<p>▶▶ Allowed only when the school employee's dependent loses eligibility for the employer contribution toward the dependent's medical under employer-based group health plan coverage. If the SOE is due to the dependent's loss of eligibility, the school employee may enroll in order to enroll the dependent. Existing uncovered dependents may <u>not</u> be enrolled unless allowable under SOE #7a.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ An FSA change is only allowed when a change in employment status affects the school employee's dependent's eligibility for the FSA.</p> <p>If the school employee's dependent gains eligibility under another plan, the school employee may decrease or cease election.</p> <p>If the school employee's dependent loses eligibility under another plan, the school employee may enroll or increase election.</p> <p>The enrollment or change is effective the first day of the month following the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p>▶▶ A DCAP change is only allowed when a change in employment status affects the school employee's dependent's eligibility for the DCAP.</p> <p>If a tax dependent gains eligibility and is enrolled under another plan, the school employee may revoke or decrease election. If a tax dependent loses eligibility under another plan, the school employee may enroll or increase election.</p> <p>Also, if the tax dependent begins or ceases gainful employment (affecting eligibility for DCAP), the school employee may elect or revoke the DCAP election accordingly.</p> <p>The enrollment or change is effective the first day of the month following the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>



**Special open enrollment (SOE) matrix: Summary of permitted election changes (effective 1/1/2023)**

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<p>• School employee hire letter from their employer that contain information about benefits eligibility; or</p> <p>• Employment contract</p>	<p>▶▶ The subscriber may change their election if the change in employment causes:</p> <p>(i) The subscriber's current medical plan to no longer be available, in this case the subscriber may select from any available medical plan; or</p> <p>(ii) The subscriber has one or more new medical plans available, in this case the subscriber may select to enroll in a newly available plan.</p> <p><u>Effective Date</u> The new plan effective date is the first of the month after the later of: (a) Date of change in employment, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</p> <p>The event that creates an SOE must apply to the school employee.</p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>

**8 CHANGE IN SCHOOL DISTRICT**

Subscriber has a change in employment from a SEBB Organization to a public school district that results in having different medical plans available.

*The required form must be received no later than 60 days after the date of the change in employment.*

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<p>• Certificate of Creditable Coverage; or</p> <p>• Letter of enrollment or termination of coverage from the health plan; or</p> <p>• Letter of enrollment or termination of coverage from the employer's personnel, payroll, or benefits office; or</p> <p>• Letter of DCAP enrollment or termination from other DCAP administrator (for DCAP election change); or</p> <p>• Proof of Waiver</p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ The subscriber may enroll a dependent who ended coverage during an open enrollment under another employer-based group health plan. Existing uncovered dependents who did not end coverage under another employer plan may <u>not</u> be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Other plan's open enrollment effective date, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment date is that day.</p>	<p>▶▶ Allowed only if the dependent being removed enrolls during an open enrollment under another employer-based group health plan.</p> <p><b>Remove Date</b> Remove coverage the last day of the month of the later of: (a) Other plan's open enrollment effective date, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the remove date is the last day of the previous month.</p>	<p>▶▶ Allowed only when the school employee enrolls in medical during an open enrollment under another employer-based group health plan.</p> <p><b>Waive Date</b> Waive coverage the last day of the month of the later of: (a) Other plan's open enrollment effective date, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the waive date is the last day of the previous month.</p>	<p>▶▶ Allowed only when the school employee or a dependent terminates medical during open enrollment under another employer based group health plan. If a dependent terminates medical under another employer-based group health plan during the other plan's open enrollment, the school employee may enroll in order to enroll the dependent. Existing uncovered dependents who did not end coverage under another employer plan may not be enrolled.</p> <p>Note: The school employee is allowed to elect a health plan when returning from waived enrollment status.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Other plan's open enrollment effective date, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</p> <p>The event that creates an SOE must apply to the school employee or the school employee's tax dependent.</p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ If a tax dependent enrolls or increases election under another DCAP plan, the school employee may revoke or decrease election. If a tax dependent terminates or reduces another DCAP election, the school employee may enroll or increase election.</p> <p>Enrollment or change is effective the first day of the month following the later of: (a) Other plan's open enrollment effective date, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>
<p><b>9</b></p> <p><b>CHANGE UNDER OTHER EMPLOYER-BASED GROUP HEALTH PLAN'S OPEN ENROLLMENT</b></p> <p>The subscriber or the subscriber's dependent has a change in enrollment under another employer-based group health plan during its annual open enrollment that does not align with the SEBB Program's annual open enrollment.</p> <p>For the purpose of DCAP changes, the school employee or their dependent must have a change in enrollment under an employer-based DCAP during its annual open enrollment that does not align with the SEBB annual open enrollment.</p> <p><i>The required form must be received no later than 60 days after the date of the other employer-based group health plan or DCAP plan's open enrollment effective date.</i></p>								

**Special open enrollment (SOE) matrix: Summary of permitted election changes (effective 1/1/2023)**

<p><i>Events below may create a <u>Special Open Enrollment</u>:</i></p>		<p>Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below.  This list is not all inclusive. See SEBB policy 31-1 for additional valid verification documents.  Documents listed in this column are used to verify evidence of the SOE.</p>	<p><b>Change Health Plan Election</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-30-090</b></p>	<p><b>Enroll Eligible Dependent(s) in Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Remove Eligible Dependent(s) from Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Waive Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Return from Waived Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Enroll In or Change Premium Payment Plan</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change Medical FSA or Limited Purpose FSA</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change DCAP</b>  (School employees Only) <b>182-30-100</b></p>
<p><b>10</b></p>	<p><b>DEPENDENT MOVES FROM OUTSIDE USA TO USA, OR FROM USA TO OUTSIDE USA</b></p> <p>The subscriber's dependent has a change in residence from outside of the United States to within the United States, or from within the United States to outside of the United States, and that change in residence results in the dependent losing their health insurance.</p> <p><i>The required form must be received no later than 60 days after the date moving to or from USA.</i></p>	<ul style="list-style-type: none"> <li>• Visa or Passport with date of entry; or</li> <li>• Proof of former and current residence (e.g. utility bill)</li> <li>• A letter or document showing that coverage was lost (e.g. Certificate of Creditable Coverage)</li> </ul>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ The subscriber may only enroll a dependent who moves to the United States. Existing uncovered dependents who did not move to the United States may <u>not</u> be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first of the month after the later of: (a) Date dependent changes residence from other country to the United States, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment date is that day.</p>	<p>▶▶ The subscriber may only remove a dependent who moves outside of the United States. Enrolled dependents who did not move outside of the United States may not be removed.</p> <p><b>Remove Date</b> Remove from coverage the last day of the month of the later of: (a) Date dependent changes residence from the United States to another country, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the remove date is the last day of the previous month.</p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ Allowed only to enable enrollment of a dependent who moves to the United States.  Existing uncovered dependents who did not move to the United States may <u>not</u> be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Date dependent changes residence from other country to the United States, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.  The event that creates an SOE must apply to the school employee or the school employee's tax dependent.</p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>
<p><b>11</b></p>	<p><b>CHANGE IN RESIDENCE</b></p> <p>The subscriber or the subscriber's dependent has a change in residence that affects health plan availability.</p> <p>If the subscriber moves and the subscriber's current health plan is not available in the new location the subscriber must select a new health plan, otherwise there will be limited network providers and covered services.</p> <p><i>Note: A dental plan is considered available if a provider is located within 50 miles of subscriber's new residence.</i></p> <p><i>The required form must be received no later than 60 days after the date of the change in residence.</i></p>	<ul style="list-style-type: none"> <li>• Proof of former and current residence (e.g. utility bill); or</li> <li>• Certificate of Creditable Coverage</li> </ul>	<p>▶▶ Allowed only if the change in residence causes the current health plan to become unavailable.</p> <p><b>Effective Date</b> The new plan effective date is the first of the month after the later of: (a) Date of change in residence, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.  The event that creates an SOE must apply to the school employee or the school employee's tax dependent.</p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>

**Special open enrollment (SOE) matrix: Summary of permitted election changes (effective 1/1/2023)**

<p><i>Events below may create a <b>Special Open Enrollment:</b></i></p>		<p>Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below.  This list is not all inclusive. See SEBB policy 31-1 for additional valid verification documents.  Documents listed in this column are used to verify evidence of the SOE.</p>	<p><b>Change Health Plan Election</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-30-090</b></p>	<p><b>Enroll Eligible Dependent(s) in Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Remove Eligible Dependent(s) from Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Waive Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Return from Waived Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Enroll In or Change Premium Payment Plan</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change Medical FSA or Limited Purpose FSA</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change DCAP</b>  (School employees Only) <b>182-30-100</b></p>
<p><b>12</b></p>	<p><b>COURT ORDER</b>  A court order requires the subscriber or any other individual to provide insurance coverage for an eligible child of the subscriber.  <i>The required form must be received no later than 60 days after the date of the court order.</i></p>	<ul style="list-style-type: none"> <li>Valid court order</li> </ul>	<p>▶▶ Allowed only if the election change is required by a court order, or if an election change is requested because the child named in a court order does not reside in the service area of the subscriber's health plan.  <u>Effective Date</u> The new plan effective date is the first of the month after the later of: (a) Date of the court order, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p>▶▶ The subscriber may enroll a child required to be enrolled by a court order. Existing uncovered dependents who are not required to be enrolled by a court order may <u>not</u> be enrolled.  <u>Enrollment Date</u> Enrollment is effective the first day of the month after the later of: (a) Date of the court order, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the enrollment date is that day.</p>	<p>▶▶ Allowed only if the child is enrolled under the coverage of the individual who is required by a court order to provide insurance coverage.  <u>Remove Date</u> Remove the child from coverage the last day of the month of the later of: (a) Date of the court order, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the remove date is the last day of the previous month.</p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ The school employee may enroll in order to enroll a child who is required to be enrolled by a court order.  Existing uncovered dependents who are not required to be enrolled by a court order may <u>not</u> be enrolled.  <u>Enrollment Date</u> Enrollment is effective the first day of the month after the later of: (a) Date of the court order, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.  The event that creates an SOE must apply to the school employee or the school employee's tax dependent child.</p>	<p>▶▶ The school employee may enroll or increase election if required by a court order for the school employee's tax dependent child.  The enrollment or change is effective the first day of the month following the later of: (a) Date of the court order, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p><b>SOE Not Allowed</b>  <b>See Event #20:</b> "Changed Cost of Dependent Care" (N/A for child turning 26)</p>

**Special open enrollment (SOE) matrix: Summary of permitted election changes (effective 1/1/2023)**

<p><i>Events below may create a <b>Special Open Enrollment:</b></i></p>		<p>Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below.  This list is not all inclusive. See SEBB policy 31-1 for additional valid verification documents.  Documents listed in this column are used to verify evidence of the SOE.</p>	<p><b>Change Health Plan Election</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-30-090</b></p>	<p><b>Enroll Eligible Dependent(s) in Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Remove Eligible Dependent(s) from Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Waive Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Return from Waived Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Enroll In or Change Premium Payment Plan</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change Medical FSA or Limited Purpose FSA</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change DCAP</b>  (School employees Only) <b>182-30-100</b></p>
<p><b>13</b></p>	<p><b>GAIN OR LOSE ELIGIBILITY FOR MEDICAID OR CHIP</b></p> <p>The subscriber or the subscriber's dependent enrolls in coverage under Medicaid or a state children's health insurance program (CHIP), or the subscriber or the subscriber's dependent loses eligibility for coverage under Medicaid or CHIP.</p> <p><i>The required form must be received no later than 60 days after the date of gaining or losing eligibility.</i> <i>Note: For gaining eligibility, the 60-day notice requirement is measured from the later of:</i></p> <p>-Date of eligibility, or -Date agency grants eligibility</p>	<p>• Enrollment or Termination letter from Medicaid or CHIP reflecting the date that the subscriber or subscriber's dependent enrolled in Medicaid or CHIP or the date at which the subscriber or subscriber's dependent lost eligibility for Medicaid or CHIP</p>	<p>▶▶ Allowed only if the subscriber removes a dependent from coverage or enrolls a dependent in coverage. <u>Effective Date</u> The new plan effective date is the first of the month after the later of: (a) Date eligible for Medicaid or CHIP, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p>▶▶ The subscriber may enroll a dependent who lost eligibility for coverage under Medicaid or CHIP. Existing uncovered dependents who did not lose Medicaid or CHIP eligibility may <u>not</u> be enrolled. <u>Enrollment Date</u> Enrollment is effective the first day of month following the later of: (a) Date not eligible for Medicaid or CHIP, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the enrollment date is that day.</p>	<p>▶▶ Allowed only if the dependent enrolls in Medicaid or CHIP coverage when becoming eligible for that coverage. <u>Remove Date</u> Remove the dependent from coverage the last day of the month of the later of: (a) Date eligible for Medicaid or CHIP, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the remove date is the last day of the previous month.</p>	<p><b>SOE Not Allowed</b></p> <p>▶▶ A school employee may not waive enrollment in SEBB medical when they or their dependent enroll in Medicaid or CHIP or lose eligibility for Medicaid or CHIP.</p>	<p>▶▶ The school employee must have lost eligibility for Medicaid or CHIP. Or, if the SOE is due to a dependent losing coverage under Medicaid or CHIP, the school employee may enroll in order to enroll the dependent.  Existing uncovered dependents who did not lose Medicaid or CHIP eligibility may <u>not</u> be enrolled. <u>Enrollment Date</u> Enrollment is effective the first day of the month after the later of: (a) Date not eligible for Medicaid or CHIP, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.  The event that creates an SOE must apply to the school employee or the school employee's tax dependent.</p>	<p>▶▶ The school employee may decrease or revoke election if the school employee or a dependent becomes eligible for Medicaid or CHIP. The school employee may enroll or increase election if the school employee or a dependent loses eligibility for Medicaid or CHIP.  The enrollment or change is effective the first day of the month following the later of: (a) Date gaining or losing eligibility for Medicaid or CHIP, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p><b>SOE Not Allowed</b></p>

**Special open enrollment (SOE) matrix: Summary of permitted election changes (effective 1/1/2023)**

<p><i>Events below may create a <b>Special Open Enrollment:</b></i></p>		<p>Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below.  This list is not all inclusive. See SEBB policy 31-1 for additional valid verification documents.  Documents listed in this column are used to verify evidence of the SOE.</p>	<p><b>Change Health Plan Election</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-30-090</b></p>	<p><b>Enroll Eligible Dependent(s) in Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Remove Eligible Dependent(s) from Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Waive Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Return from Waived Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Enroll In or Change Premium Payment Plan</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change Medical FSA or Limited Purpose FSA</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change DCAP</b>  (School employees Only) <b>182-30-100</b></p>
<p><b>14</b></p>	<p><b>BECOME ELIGIBLE FOR STATE PREMIUM ASSISTANCE SUBSIDY FOR SEBB MEDICAL PLAN COVERAGE FROM MEDICAID OR CHIP</b></p> <p>As required by HIPAA, the subscriber or the subscriber's dependent becomes eligible for state premium assistance subsidy for SEBB medical plan coverage from Medicaid or a state children's health insurance program (CHIP).</p> <p><i>The required form must be received no later than 60 days after the date of becoming eligible.</i> <i>Note: The 60-day notice requirement is measured from the later of:</i> <i>-Date of eligibility,</i> <i>or</i> <i>-Date agency grants eligibility</i></p>	<ul style="list-style-type: none"> <li>Eligibility letter from Medicaid or CHIP</li> </ul>	<p>▶▶ Allowed only if the subscriber enrolls, or the subscriber enrolls a dependent, after the subscriber or a dependent becomes eligible for state premium assistance subsidy for SEBB medical plan coverage from Medicaid or CHIP.</p> <p><b>Effective Date</b> The new plan effective date is the first of the month after the later of: (a) Date eligible for state premium assistance, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p>▶▶ The subscriber may enroll a dependent who has become eligible for state premium assistance subsidy for SEBB medical plan coverage from Medicaid or CHIP. Existing uncovered dependents who did not become eligible for state premium assistance subsidy for SEBB medical plan coverage from Medicaid or CHIP may <u>not</u> be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month following the later of: (a) Date eligible for state premium assistance, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment date is that day.</p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ The school employee or a dependent must have become eligible for state premium assistance subsidy for SEBB medical plan coverage from Medicaid or CHIP.  Existing uncovered dependents who did not become eligible for state premium assistance subsidy for SEBB medical plan coverage from Medicaid or CHIP may <u>not</u> be enrolled.</p> <p><b>Enrollment Date</b> Enrollment is effective the first day of the month after the later of: (a) Date eligible for state premium assistance, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.  The event that creates an SOE must apply to the school employee or the school employee's tax dependent.</p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>

**Special open enrollment (SOE) matrix: Summary of permitted election changes (effective 1/1/2023)**

*Events below may create a Special Open Enrollment:*

<p>Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below.</p> <p>This list is not all inclusive. See SEBB policy 31-1 for additional valid verification documents.</p> <p>Documents listed in this column are used to verify evidence of the SOE.</p>	<p><b>Change Health Plan Election</b></p> <p>("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-30-090</b></p>	<p><b>Enroll Eligible Dependent(s) in Health Plan Coverage</b></p> <p>("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Remove Eligible Dependent(s) from Health Plan Coverage</b></p> <p>("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Waive Enrollment in Medical</b></p> <p>(School employees Only) <b>182-31-080</b></p>	<p><b>Return from Waived Enrollment in Medical</b></p> <p>(School employees Only) <b>182-31-080</b></p>	<p><b>Enroll In or Change Premium Payment Plan</b></p> <p>(School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change Medical FSA or Limited Purpose FSA</b></p> <p>(School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change DCAP</b></p> <p>(School employees Only) <b>182-30-100</b></p>
<p><b>15</b></p> <p><b>GAIN OR LOSE ELIGIBILITY FOR MEDICARE</b></p> <p><b>The subscriber or the subscriber's dependent:</b> -enrolls in Medicare, or -loses eligibility for Medicare:</p> <p>If the subscriber's current medical plan becomes unavailable due to the subscriber's or their dependent's enrollment in Medicare, the subscriber must select a new medical plan as described in WAC 182-30-085(3).</p> <p>The required form must be received no later than 60 days after the date of gaining or losing eligibility for Medicare.</p> <p>Note: The subscriber may not change their dental plan or vision plan under this SOE event.</p> <p>Note: For gaining eligibility, the 60-day notice requirement is measured from the later of: -Date of eligibility, or -Date Federal Government entity grants eligibility</p> <ul style="list-style-type: none"> <li>• Medicare Benefit Verification letter; or</li> <li>• Copy of Medicare card; or</li> <li>• Notice of Denial of Medicare Coverage; or</li> <li>• Social Security denial letter; or</li> <li>• Medicare Entitlement or Cessation of Disability form; or</li> <li>• Letter confirming enrollment or cancellation of Medicare Part D coverage; or</li> <li>• Letter of declination of Medicare Part D coverage</li> </ul>	<p>▶▶ Allowed when the subscriber or the subscriber's dependent enrolls in Medicare, or loses eligibility for Medicare.</p> <p><u>Effective Date for Gaining or Losing Eligibility for Medicare</u> The new medical plan effective date is the first of the month after the later of: (a) Date enrolled in Medicare, or date of loss of eligibility for Medicare. or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	<p>▶▶ The subscriber may enroll a dependent who lost eligibility for coverage under Medicare. Existing uncovered dependents who did not lose Medicare eligibility may <u>not</u> be enrolled.</p> <p><u>Enrollment Date</u> Enrollment is effective the first day of month following the later of: (a) Date not eligible for Medicare, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment date is that day.</p>	<p>▶▶ Allowed only if the subscriber's dependent enrolls in Medicare.</p> <p><u>Remove Date</u> Remove the dependent from coverage the last day of the month of the later of: (a) Date eligible for Medicare, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the remove date is the last day of the previous month.</p>	<p>▶▶ Allowed only if the school employee enrolls in Medicare.</p> <p><u>Waive Date</u> Waive coverage the last day of the month of the later of: (a) Date eligible for Medicare, Or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Allowed only if the school employee lost eligibility for Medicare.</p> <p>If the SOE is due to a dependent losing coverage under Medicare, the school employee may enroll in order to enroll the dependent.</p> <p>Existing uncovered dependents who did not lose Medicare eligibility may not be enrolled.</p> <p><u>Enrollment Date</u> Enrollment is effective the first day of the month after the later of: (a) Date of loss of Medicare, or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</p> <p>The event that creates an SOE must apply to the school employee or the school employee's tax dependent.</p>	<p>▶▶ If the school employee or a tax dependent gains Medicare eligibility, the school employee may decrease election or revoke enrollment.</p> <p>If the school employee or a tax dependent loses Medicare eligibility, the school employee may increase election or enroll in coverage.</p> <p>The enrollment or change is effective the first day of the month following the later of:  (a) Date enrolled in Medicare or date of loss of eligibility for Medicare; or (b) Date form is received. If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>	<p><b>SOE Not Allowed</b></p>

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<p><i>Events below may create a <u>Special Open Enrollment</u>:</i></p>		Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below.	Change Health Plan Election	Enroll Eligible Dependent(s) in Health Plan Coverage	Remove Eligible Dependent(s) from Health Plan Coverage	Waive Enrollment in Medical	Return from Waived Enrollment in Medical	Enroll In or Change Premium Payment Plan	Enroll In or Change Medical FSA or Limited Purpose FSA	Enroll In or Change DCAP
		This list is not all inclusive. See SEBB policy 31-1 for additional valid verification documents.  Documents listed in this column are used to verify evidence of the SOE.	("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) 182-30-090	("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) 182-31-150	("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) 182-31-150	(School employees Only) 182-31-080	(School employees Only) 182-31-080	(School employees Only) 182-30-100	(School employees Only) 182-30-100	(School employees Only) 182-30-100
16	<p><b>MEDICAL PLAN BECOMES UNAVAILABLE</b></p> <p>The subscriber or the subscriber's dependent's current medical plan becomes unavailable because the subscriber or enrolled dependent is no longer eligible for a health savings account (HSA). HCA may require evidence that the subscriber or the subscriber's dependent is no longer eligible for an HSA.</p> <p><i>The required form must be received no later than 60 days after the date the health plan becomes unavailable.</i></p>	<ul style="list-style-type: none"> <li>• Cancellation letter from HDHP; or</li> <li>• Coverage confirmation in a new health plan; or</li> <li>• Medicare entitlement letter; or</li> <li>• Copy of current tax return claiming you as a dependent</li> </ul>	<p>▶▶ Allowed only when HSA eligibility is lost.</p> <p><b>Effective Date</b> The new plan effective date is the first of the month after the later of: (a) Date current medical plan becomes unavailable due to loss of eligibility for a health savings account (HSA), or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	SOE Not Allowed	SOE Not Allowed	SOE Not Allowed	SOE Not Allowed	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</p> <p>The event that creates an SOE must apply to the school employee or the school employee's tax dependent.</p>	SOE Not Allowed	SOE Not Allowed
17	<p><b>CONTINUITY OF CARE</b></p> <p>Subscriber or a subscriber's dependent experiences a disruption of care for active and ongoing treatment that could function as a reduction in benefits for the subscriber or the subscriber's dependent.</p> <p>The subscriber may not change their health plan election if the subscriber's or dependent's physician stops participation with the subscriber's health plan unless the SEBB Program determines that a continuity of care issue exists. (See WAC 182-30-090 for specific circumstances).</p> <p><i>The required form must be received no later than 60 days after the date of the disruption.</i></p>	<ul style="list-style-type: none"> <li>• Submit the request for a plan change to your SEBB Organization.</li> </ul> <p>Your SEBB Organization will then forward your request to the SEBB Program for a decision.</p>	<p>▶▶ The SEBB Program will consider (but not limit its consideration) to the circumstances described in WAC 182-30-090 (2)(j).</p> <p><b>Effective Date</b> The new plan effective date is the first of the month after the later of: (a) Date of disruption, or (b) Date form is received.</p> <p>If the later of (a) or (b) is the first day of the month, the effective date is that day.</p>	SOE Not Allowed	SOE Not Allowed	SOE Not Allowed	SOE Not Allowed	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.</p> <p>The event that creates an SOE must apply to the school employee or the school employee's tax dependent.</p>	SOE Not Allowed	SOE Not Allowed



**Special open enrollment (SOE) matrix: Summary of permitted election changes (effective 1/1/2023)**

<p><i>Events below may create a <u>Special Open Enrollment</u>:</i></p>		<p>Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below.  This list is not all inclusive. See SEBB policy 31-1 for additional valid verification documents.  Documents listed in this column are used to verify evidence of the SOE.</p>	<p><b>Change Health Plan Election</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-30-090</b></p>	<p><b>Enroll Eligible Dependent(s) in Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Remove Eligible Dependent(s) from Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Waive Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Return from Waived Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Enroll In or Change Premium Payment Plan</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change Medical FSA or Limited Purpose FSA</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change DCAP</b>  (School employees Only) <b>182-30-100</b></p>
<p><b>18</b></p>	<p><b>CHANGE DEPENDENT CARE PROVIDER (WITH INCREASED OR DECREASED COST)</b>  If the school employee changes dependent care provider, the change to DCAP can reflect the cost of the new provider, provided the dependent care provider is not a qualifying relative of the school employee as defined in Internal Revenue Code Section 152.  <i>The required form must be received no later than 60 days after the date of the cost change.</i></p>	<ul style="list-style-type: none"> <li>Letter from both the current and new daycare providers stating the premium amount for qualifying individuals and the due date; or</li> <li>Billing statement from both the current and new daycare providers stating the premium amount for qualifying individuals and the statement date.</li> </ul>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ The change must be consistent with the increased or decreased cost of services of the new provider for an IRC Section 21(b)(1) qualifying individual.  The enrollment or change is effective the first day of the month following the later of: (a) Date of cost increase or decrease, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>
<p><b>19</b></p>	<p><b>CHANGED NUMBER OF DCAP QUALIFYING INDIVIDUALS</b>  The school employee or the school employee's spouse experiences a change in the number of qualifying individuals as defined in IRC Section 21 (b)(1).  <i>The required form must be received no later than 60 days after the date of the change.</i></p>	<ul style="list-style-type: none"> <li>Letter from the dependent care provider confirming the number of qualifying individuals enrolled in services, the change in premium, and the effective date of change; or</li> <li>Two billing statements that include the number of qualifying individuals enrolled in each month, the premium amount due for each month, and the statement date.</li> </ul>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ The change must be consistent with the increased or decreased number of IRC Section 21(b)(1) qualifying individuals.  The enrollment or change is effective the first day of the month following the later of: (a) Date of change in number of IRC Section 21(b)(1) qualifying individuals, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>

**Special open enrollment (SOE) matrix: Summary of permitted election changes (effective 1/1/2023)**

<p><i>Events below may create a <u>Special Open Enrollment</u>:</i></p>		<p>Valid documents for proof of the event that created the Special Open Enrollment (SOE) are listed below.  This list is not all inclusive. See SEBB policy 31-1 for additional valid verification documents.  Documents listed in this column are used to verify evidence of the SOE.</p>	<p><b>Change Health Plan Election</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-30-090</b></p>	<p><b>Enroll Eligible Dependent(s) in Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Remove Eligible Dependent(s) from Health Plan Coverage</b>  ("Health plan" means a plan offering medical, vision, dental, or any combination of these coverages) <b>182-31-150</b></p>	<p><b>Waive Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Return from Waived Enrollment in Medical</b>  (School employees Only) <b>182-31-080</b></p>	<p><b>Enroll In or Change Premium Payment Plan</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change Medical FSA or Limited Purpose FSA</b>  (School employees Only) <b>182-30-100</b></p>	<p><b>Enroll In or Change DCAP</b>  (School employees Only) <b>182-30-100</b></p>
<p><b>20</b></p>	<p><b>CHANGED COST OF DEPENDENT CARE</b>  The school employee's dependent care provider imposes a change in the cost of dependent care, provided the dependent care provider is not a relative as defined in Section 152 (a)(1) through (8), incorporating the rules of Section 152 (b)(1) and (2) of the IRC.  <i>The required form must be received no later than 60 days after the date of the change.</i></p>	<ul style="list-style-type: none"> <li>Letter from the dependent care provider confirming the change in premium and the current date and the effective date of change; or</li> <li>Two billing statements that show the change in premium due. Statements must include the premium amount due for each month, and the statement date.</li> </ul>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ The change must be consistent with the increased or decreased cost of dependent care provided to an IRC Section 21(b)(1) qualifying individual.  The enrollment or change is effective the first day of the month following the later of: (a) Date of cost increase or decrease, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the enrollment or change in election begins on that day.</p>
<p><b>21</b></p>	<p><b>GAIN OR LOSE ELIGIBILITY FOR A TRICARE PLAN</b>  The school employee or the school employee's dependent becomes eligible and enrolls in a TRICARE plan or loses eligibility for a TRICARE plan.  <i>The required form must be received no later than 60 days after the date the school employee or the school employee's dependent gains or loses eligibility for a TRICARE plan.</i>  <ul style="list-style-type: none"> <li>Coverage must have been lost because of loss of eligibility.</li> </ul> </p>	<ul style="list-style-type: none"> <li>Certificate of Creditable Coverage; or</li> <li>Proof of enrollment or termination of coverage from a TRICARE plan.</li> </ul>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>	<p>▶▶ Allowed only if the school employee enrolls in a TRICARE plan when they become eligible. Or, if the SOE is due to a dependent becoming eligible for a TRICARE plan, the school employee may waive if they enroll in a TRICARE plan as a dependent.  <b>Waive Date</b> Waive coverage the last day of the month of the later of: (a) Date eligible for a TRICARE plan, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the waive date is the last day of the previous month.</p>	<p>▶▶ The school employee <u>must</u> have lost eligibility for a TRICARE plan. Or, if the SOE is due to a dependent's loss of eligibility for a TRICARE plan, the school employee may enroll in order to enroll the dependent. Existing uncovered dependents who did not lose eligibility for a TRICARE plan may <u>not</u> be enrolled.  <b>Enrollment Date</b> Enrollment is effective the first day of month after the later of: (a) Date of loss of a TRICARE plan, or (b) Date form is received.  If the later of (a) or (b) is the first day of the month, the enrollment begins on that day.</p>	<p>▶▶ Premium payment plan changes are allowed when consistent with a change in SEBB health plan enrollment.  The event that creates an SOE must apply to the school employee or the school employee's tax dependent.</p>	<p><b>SOE Not Allowed</b></p>	<p><b>SOE Not Allowed</b></p>