


Title: PEBB Program Payment Plans

Policy 93-2

Contact:	Rules Specialist, ERB Division	Effective:	January 1, 2018
		Rescinded:	
Associated RCW:		Supersedes:	
Associated WAC:	182-08-180(1)(b)(c)		
Assoc. fed law/reg:		Owner:	Rules & Policy Manager, ERB Division
Associated Procedures:			
Associated Forms & Communication		Approved by:	 Acting ERB Director
		Position:	ERB Division Director
		Date approved:	12/1/2017

Purpose:

This policy describes the process through which a subscriber or his or her legal representative may request a payment plan and the criteria the PEBB Program will use when authorizing a payment plan.

Policy:

1. The PEBB Program may develop a reasonable payment plan upon agreement with the subscriber or subscriber's legal representative when a subscriber's monthly premiums and any applicable premium surcharges are unpaid or underpaid. The payment plan may be authorized by the PEBB Program for up to twelve months in duration.
2. The subscriber, or the subscriber's legal representative, may call the PEBB Program at 1-800-200-1004 to discuss a payment plan provided the subscriber's insurance coverage is not already terminated.
3. The PEBB Program will provide the subscriber, or the subscriber's legal representative, with a letter that documents the terms for payment of premiums and any applicable premium surcharges upon authorization of a payment plan.
4. Payment must be received by the PEBB Program on the agreed upon due date(s) in the payment plan agreement in addition to the subscriber's monthly insurance coverage premiums and any applicable premium surcharge that is due. All payments received by the PEBB Program will be applied to the oldest month where a premium or applicable premium surcharge is unpaid or underpaid in the following order:

- a. The oldest month owed, first insurance coverage premium and then any applicable premium surcharge; and
 - b. The next oldest month owed, first insurance coverage premium and then any applicable premium surcharge.
5. If payment is not received by the agreed upon due date(s), then enrollment will be terminated. Insurance coverage ends retroactive to the last day of the month for which the monthly premium and any applicable premium surcharge was paid.