


Title: Special Open Enrollment (SOE)**Policy #45-2**

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| Contact: | Rules Specialist, PEB Division | Effective: | April 26, 2014 |
| | | Rescinded: | |
| Associated RCW: | Chapter 41.05 RCW | Supersedes: | NA |
| 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: | | | |
| Associated Forms & Communication | Addendum 45-2A; State of Washington Salary Reduction Plan | Approved by: |  |
| | | Position: | Deputy Division Director, PEB Division |
| | | Date approved: | 4-4-14 |

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 shall 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 shall 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 shall use Addendum 45-2A when determining 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.