


Title: Special Open Enrollment (SOE)

PEBB Program Administrative Policy 45-2

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| Contact: | Policy and Rules Coordinator, ERB Division | Effective: | January 1, 2025 |
| Associated RCW: | 41.05.320 | Owner: | Policy, Rules, & Compliance Manager, ERB Division |
| Associated PEB Board Policy Resolutions: | | Approved by: |  |
| Associated WAC: | 182-08-198 182-08-199 182-12-113(4) 182-12-128 182-12-262 | Position: | Director of the PEBB Program |
| Assoc. fed law/reg: | 26 USC § 105(b) 26 USC § 129 26 USC § 152 26 USC § 223 26 USC § 125 26 CFR § 1.125-4 | Date approved: | August 19, 2024 |
| Associated Forms & Communication | Addendum 45-2A State of Washington Salary Reduction Plan | | |

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 period.

Policy:

1. When a subscriber informs their employing agency of their intent to make an enrollment change or change their election under the state's salary reduction plan, the employing agency must use Addendum 45-2A to assist the subscriber in determining whether the subscriber or their dependent has experienced an event that creates a special open enrollment and inform the subscriber of the changes they can make consistent with that event.
2. The PEBB Program and employing agencies must use Addendum 45-2A when processing a subscriber's request to change their enrollment or their dependent's enrollment under a PEBB health plan (medical, dental, or vision).
3. The PEBB Program and employing agencies must use Addendum 45-2A when processing a subscriber's request to change their election under the state's salary reduction plan.
4. A PEBB subscriber must use Addendum 45-2A when determining if they are allowed to change enrollment in a PEBB health plan (medical, dental, or vision) or to change an election under the state's salary reduction plan.