


**Title: Allowable mid-year termination for an employer group or board members of school districts and educational service districts**

**PEBB Program Administrative Policy 90-1**

<b>Contact:</b>	Policy and Rules Coordinator, ERB Division	<b>Effective:</b>	January 1, 2024
<b>Associated RCW:</b>	41.04.205 41.04.208	<b>Owner:</b>	Policy, Rules, & Compliance Manager, ERB Division
<b>Associated PEB Board Policy Resolutions:</b>		<b>Approved by:</b>	
<b>Associated WAC:</b>	182-08-015 182-08-245(5)	<b>Position:</b>	Director of the PEBB Program
<b>Assoc. fed law/reg:</b>		<b>Date approved:</b>	September 5, 2023
<b>Associated Forms &amp; Communication</b>	Interlocal Agreement between HCA and Employer Group		

**Purpose:**

This policy clarifies when an employer group or board members of school districts or educational service districts may terminate their participation in Public Employees Benefits Board (PEBB) insurance coverage mid-year.

**WAC 182-08-245(5)** The employer group or board members of school districts and educational service districts must maintain participation in PEBB insurance coverage for at least one full year. An employer group or board members of school districts and educational service districts may only end participation at the end of a plan year unless the authority approves a mid-year termination. To end participation, an employer group or board members of school districts and educational service districts must provide written notice to the PEBB Program at least 60 days before the requested termination date. If an employer group terminates participation in PEBB insurance coverage, they must:

- (a) Notify all their employees, dependents, or retirees who are enrolled in PEBB insurance coverage 45 days prior to the employer group's date of termination; and
- (b) Provide assistance to retirees as described in RCW 41.04.208(12).

**Policy:**

1. The PEBB plan year ends December 31 of each year.
2. The authority will consider, but not limit, requests for a mid-year termination if the request meets one of the following criteria and is received within the required timeframe:

- a. An employer group or board members of school districts and educational service districts requests to end participation as of the end of their fiscal year.
  - b. An employer group requests to end participation for a collective bargaining unit effective the date of the bargaining unit agreement.
3. Coverage will be terminated prospectively the first of the month following the agreement.