

## Title: Special Open Enrollment (SOE)

### SEBB Program Administrative Policy 45-2

<b>Contact:</b>	Policy and Rules Coordinator, ERB Division	<b>Effective:</b>	January 1, 2024
<b>Associated RCW:</b>	41.05.320	<b>Owner:</b>	Policy, Rules, & Compliance Manager, ERB Division
<b>Associated SEB Board Policy Resolutions:</b>		<b>Approved by:</b>	<i>Del 2</i>
<b>Associated WAC:</b>	182-30-090 182-30-100 182-31-030(4) 182-31-080 182-31-150	<b>Position:</b>	Director of the SEBB Program
<b>Assoc. fed law/reg:</b>	26 USC § 105(b) 26 USC § 129 26 USC § 152 26 USC § 223 26 USC § 125 26 CFR § 1.125-4	<b>Date approved:</b>	September 5, 2023
<b>Associated Forms &amp; Communication</b>	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 School Employees Benefits Board (SEBB) annual open enrollment period.

**Policy:**

1. When a subscriber informs their SEBB Organization of their intent to make an enrollment change or change their election under the state's salary reduction plan, the SEBB Organization 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 SEBB Program and SEBB Organizations must use Addendum 45-2A when processing a subscriber's request to change their enrollment or their dependent's enrollment under a SEBB health plan (medical, dental or vision).
3. The SEBB Program and SEBB Organizations must use Addendum 45-2A when processing a subscriber's request to change their election under the state's salary reduction plan.
4. A SEBB subscriber must use Addendum 45-2A when determining if they are allowed to change enrollment in a SEBB health plan (medical, dental or vision) or to change an election under the state's salary reduction plan.