



Preparing for the Start of the new School Year

School Employees Benefits
Outreach & Training
August 2, 2024

Washington State
Health Care Authority

SCHOOL EMPLOYEES BENEFITS BOARD

Agenda

- 1 Actions at the start of each school year
- 2 Newly eligible employees
- 3 Returning eligible employees
- 4 Ineligible or employee's not returning
- 5 Transferring employees
- 6 Troubleshooting Benefits 24/7 Access
- 7 Changes and updates
- 8 Reminders, tips & resources



General Information

School Year: **September 1 - August 31**

Plan Year: **January 1 - December 31**

Sign Up for GovDelivery

GovDelivery emails provide Benefit Admins with updates, changes, and reminders about the SEBB Program.

SEBB Benefits Admin's website

- Notices and updates
 - Register for GovDelivery
 - ☑ SEBB Outreach and Training

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and navigation links for "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The main content area is titled "Notices and updates" and includes a breadcrumb trail: "Home > SEBB benefits administrators > Notices & updates". The text explains that the SEBB Program provides updates to benefit administrators. A prominent blue button with a white arrow and the text "Register for GovDelivery" is highlighted with a yellow border. Below this, there are sections for "SEBB BA latest news" with dropdown menus for "SEBB Program notices" and "Benefits 24/7 updates". At the bottom, there are two columns of "Related forms and publications" and "Related links".

SEBB Annual Open Enrollment

2024 SEBB Annual Open Enrollment dates will be **Monday, October 28, 2024**, to **Monday, November 25, 2024**.

- Use the following "formula to determine SEBB Open Enrollment dates":
 - **Last Monday in October = First day of Open Enrollment**
 - **Monday before Thanksgiving = Last day of Open Enrollment**
 - Employee changes in Benefits 24/7 must be submitted no later than the last day of OE
 - All forms must be received by the benefits office no earlier than October 28, 2024, and no later than November 25, 2024.



PEBB Program is moving OE to October 28 - November 25, 2024.

Employee Communications

SEBB Intercom newsletter will mail, emailed and be available online in **October 2024**

- Health plan changes
- Dental plan changes
- 2025 Medical premiums
- In-person benefits fair schedule
- Open enrollment reminders



School Employees Benefits Board (SEBB) Program
School Employees Edition October 2023

Ready, set, enroll: 2024 open enrollment

Open enrollment is October 30 through November 20, 2023. Find forms on the *Open enrollment* webpage at hca.wa.gov/sebb-oe.

What is open enrollment?
Open enrollment is a period of time that happens once a year, typically in the fall, when you can make changes to your coverage.

What can I change during open enrollment?
You can make the changes listed below during open enrollment, October 30 through November 20. Changes are effective January 1, 2024.

Use SEBB My Account (myaccount.hca.wa.gov) to:

- Change your medical, dental, or vision plan.
- Add or remove a dependent.
- Waive medical coverage if you have other employer-based group medical, a TRICARE plan, or Medicare.
- Enroll in medical coverage if you previously waived.
- Attest to the spouse or state-registered domestic partner coverage premium surcharge. (You will receive a letter if you need to reattest.)
- Update your tobacco attestations if you have changes.

If you are unable to use SEBB My Account, you can use the *School Employee Enrollment* or *School Employee Change* form. They are available from your payroll or benefits office. **Your payroll or benefits office must receive your form by November 20.**

Visit Navia Benefit Solutions to enroll in FSA or DCAP
Enroll in a flexible spending arrangement (FSA) or the Dependent Care Assistance Program (DCAP) on Navia's website at sebb.naviabenefits.com. You can also submit the *Navia Open Enrollment* form to Navia. You must enroll in these benefits again every year you want to participate. See page 5 for more about FSA/DCAP.

5 tips for a smooth open enrollment

1. **Check** the plans available in the county you live or work in to make sure your plan is still available.
2. **Review what's changing.** Find your monthly premiums and look over any changes to your current plan. Some premiums are increasing significantly for 2024.
3. **Make any changes in SEBB My Account**, like changing your medical plan or removing dependents, by November 20, 2023.
4. **Stay connected.** Sign up for emails and follow HCA on social media.
5. **Need help?** Ask your payroll or benefits office.

HCA 20-0119 (10/23) 1

New SEBB Intercom Newsletter website: <https://connections.hca.wa.gov/newsletters/intercom>
hca.wa.gov/employee-retiree-benefits/newsletters-sebb



Actions at the start of each school year

School Year: **September 1-August 31**

Organization Profile

Update contacts information

- Add/Remove contacts
 - Can assign multiple roles
 - Benefit Specialist
 - Insurance/Billing
 - **LTD** (new)
 - **Other** (new)
 - Payroll
 - Superintendent
- Name, email and phone number

Contact information is used by Accounting, and O&T Customer Service

benefits247.hca.wa.gov/auth

The screenshot shows the 'Benefits 24/7' administrative interface. At the top, there's a navigation bar with links for Admin Dashboard, Subscribers, Access, Dependent Verification, Special Enrollment Verification, Self Pay Dashboard, Organizations, Reports, Settings, and History. Below this, a secondary navigation bar includes a 'Back to search results' button and tabs for Admin Dashboard, Dependent Verification, Special Enrollment Verification, Subscribers, Access, Reports, and Profile. The main content area is titled 'ANACORTES SCHOOL DISTRICT 103 Administrative Dashboard' and welcomes 'ROBERT BLYDEN!'. It features a grid of dashboard tiles: 'Manage subscribers' (Search, view, add or update subscribers), 'Manage access', 'Organization profile' (highlighted with an orange border), 'Dependent Verification' (You have 0 verification request(s)), 'Special Enrollment Event Verification' (You have 1 special enrollment event request(s)), 'Eligibility File' (Last eligibility file uploaded N/A. The file contained N/A errors), 'Reports', and 'Data Depot' (Last Data Depot File: Jan 23, 2024).

Determining Employee Eligibility

SEBB Organizations should determine employee eligibility **annually** and provide the required notification (if necessary) for SEBB Benefits **before** the start of each school year (**September 1**).

#1

Terminate coverage for employee's ineligible or not returning

**Provide appropriate C series worksheet*

#2

Provide notification to employees returning to work from certain types of leave or due to layoff

**Provide appropriate D series worksheet*

#3

Provide notification for newly eligible employees

**Provide appropriate A series worksheet*



Newly eligible employees

WAC 182-31-040 How do school employees establish eligibility for the employer contribution toward school employees benefits board (SEBB) benefits and when do SEBB benefits begin?

Determining eligibility

Newly eligible school employees who are anticipated to work at least 630 hours in the next school year.

- Provide appropriate A series worksheet as written notification
- When anticipating hours for determining eligibility, **include all hours:**

Worked in the capacity as a school employee with the SEBB Organization

Worked from multiple positions (stacking hours) within the **same SEBB Organization.**

Compensated by the SEBB Organization during an approved leave (e.g., sick leave, personal leave, bereavement leave) or a paid holiday

Eligibility Notification

Notification should be provided within a reasonable time frame.

Eligible employees must have **no less than 10 calendar days after** the date of receiving notice to elect coverage.

Example:



Enrollment process

Newly hired employees who meet the eligibility criteria, have **31-days after** their date of eligibility to complete and submit required enrollment forms indicating their enrollment elections.

- No enrollment elections **until** the date of eligibility has been reached

Example:



(NEW) Adding Newly Eligible employees

Adding newly eligible employees-**First Day of School**

- Check box will only display with a date of eligibility in the **month of September**
- Coverage is effective the same day if box is checked
- Do not check box if subscribers first day of work is after the first day of school

← Back to search results

Admin Dashboard | Dependent Verification | Special Enrollment Verification | Subscribers | Access | Reports | Profile | Currently managing: ANACORTES SCHOOL DISTRICT 103

ANACORTES SCHOOL DISTRICT 103

Manage Subscribers

Use this section to perform the following actions for subscribers (employees):

- Review your subscriber's current account information and coverage selections.
- View and/or print your subscriber's Statement of Insurance.
- Review your subscriber's enrollment, dependents and benefit elections.

Search by: First Name, Last Name, Last 4 SSN, Full SSN

First name	Middle name	Last name	SSN	Birth date	Member type	Employer name
No records available.						

0 - 0 of 0 items

Add subscriber

SSN*

Date of Eligibility*

Subscriber's first day of work is on or before the first day of school

If a subscriber is entered with a date of eligibility in the month of September, a checkbox will display to attest if employee is eligible on or before the first day of school.

Example: First day of school (8 Sept)

Box checked:

- First day of work between September 1-8, Benefits effective on that day
- First day of work September 9-30, Benefits will start on that day

Box uncheck:

- First day of work between Sept 1-8, Benefits effective October 1
- First day of work Sept 9-30, Benefits effective October 1

WAC 182-31-040(i) If the school employee's first day of work is on or after September 1st but not later than the first day of school for the current school year as established by the SEBB organization, they are eligible for the employer contribution on the first day of work;

Entering the correct date of eligibility

Eligible employee's first day of work is **March 20**.

- Benefits 24/7 will automatically calculate **April 1** as the effective date

Incorrectly entering an **April 1** date of eligibility

- Benefits will not begin until **May 1**

Important: BA's who discover entering an incorrect date:

1. Unable to correct an incorrect date of eligibility in Benefits 24/7 once submitted.

2. Send O&T a secure message indicating that the date of eligibility needs adjustment.

3. O&T staff will make the necessary adjustments

(New) Adding New Eligible employees cont.

Newly eligible employee dashboard

- **Newly Eligible Wizard** –Displays 31-day election period, coverage effective date and available within lower limit
- **Open Enrollment Wizard** will display during OE period
 - Newly eligible wizard **must be completed before** open enrollment wizard for newly eligible employees

Making elections before coverage date

Current coverage **before** coverage effective date (July 1)

- Newly eligible tab displays election period and coverage effective date
- Download, print and review summary of coverage elections
- Current coverage will display waived until the effective date is reached
- Profile and current coverage tiles will only display until elections are made

The screenshot shows a user interface for a benefits portal. At the top, it says "Currently managing: Joe Kramer". Below this is a navigation bar with tabs: "Dashboard", "Eligibility", "Manage Dependents", "Profile", "Tobacco Surcharge Attestations", "Current Coverage", "Spousal Attestations", and "Notes". A "Supplemental Benefits" tab is also visible. The main content area has a purple header with "Welcome to Benefits 24/7." and a message: "This is where you can manage your enrollment in SEBB benefits. You are currently within your initial eligibility period and have 31 days from your date of eligibility to make benefit elections." Below this is a green notification bar: "To stay up-to-date on the latest HCA communications, be sure to keep your email address current in your account [profile](#)." The dashboard title is "ABC SEBB Training Organization Subscriber Dashboard" with a welcome message "Welcome, Joe Kramer!". A prominent blue arrow-shaped callout box says "Newly Eligible" with dates "06/26/2024 - 07/27/2024" and "for coverage Jul 1, 2024". At the bottom, there are two main tiles: "Profile" (with a person icon) and "Current Coverage" (with an umbrella icon). Both tiles have subtext: "View and manage your contact information" and "View or print your current coverage" respectively.

Making elections before coverage date cont.

Current coverage **after** coverage effective date (July 1)

- Newly eligible employees have 31 days to make changes to elections
- Current coverage will display elections when the effective date is reached
- Additional tiles available after elections are made using newly eligible wizard

The screenshot shows a user interface for a benefits dashboard. At the top, it says "Currently managing: Joe Kramer" and lists navigation tabs: Dashboard, Eligibility, Manage Dependents, Special Open Enrollment, Profile, Tobacco Surcharge Attestations, Current Coverage, Spousal Attestations, Notes, and Supplemental Benefits. A purple banner reads "Welcome to Benefits 24/7." Below this, a green box says "To stay up-to-date on the latest HCA communications, be sure to keep your email address current in your account profile." The main heading is "ABC SEBB Training Organization Subscriber Dashboard" with a sub-greeting "Welcome, Joe Kramer!". A prominent blue arrow points to the right, labeled "Newly Eligible" with dates "06/26/2024 - 07/27/2024" and "for coverage Jul 1, 2024". The dashboard features six main tiles: "Profile" (View and manage your contact information), "Current Coverage" (View or print your current coverage), "Special open enrollment and account changes" (Request a change due to a qualifying event, including special open enrollment, address change requests, and report a death or divorce), "Manage Dependents" (Manage your dependent's information and coverage), "Supplemental coverage" (Life, AD&D, LTD, HSA, FSAs, DCAP, SmartHealth), and "Retiree and continuation coverage" (Request enrollment in PEBS retiree insurance coverage, COBRA, or Unpaid Leave).

Hours worked in August

Whether the first day of school is in August or September, if the work is to support the upcoming school year, then the hours should be counted towards the new school year.

Example: *School employee is hired and working in August as part of their contract for the upcoming school year.*

- Hours should count towards the new school year
 - Regardless if the first day of school is in August or September
 - Work is to support the upcoming new school year
 - Hours should not be applied to the current school year

No access to Benefits 24/7?

Newly eligible employees who can not access to Benefits 24/7 may submit forms to their payroll or benefits office.

- **Newly eligible employees-** Submit *2024 School Employee Enrollment form* to their payroll and benefits office

Clear form

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

2024 School Employee Enrollment Form

Use this form if you are unable to use Benefits 24/7 (available in January 2024) at benefits247.hca.wa.gov. The information written on this form replaces all enrollment forms previously submitted. Therefore, you must complete the entire form, including the dependent section for any children you wish to continue to cover. Inaccurate, incomplete, or illegible information may delay coverage.

To make changes, submit the *School Employee Change Form* to your payroll or benefits office. Benefits differ for employees whose eligibility was locally negotiated under WAC 182-30-130(6). See *Am I eligible?* on HCA's website at hca.wa.gov/sebb-employee for details.

All members who are eligible for both the SEBB Program and Public Employees Benefits Board (PEBB) Program must choose health plan enrollment through one program or the other. Choosing health plans in both programs is not allowed.

Type or print clearly in blue or black ink and use all capital lettering in the spaces provided. Example: **J O H N**

Remember to read and sign Section 7. To enroll children, complete Section 3.

1 Subscriber

Social Security number _____ Date of birth _____ Sex assigned at birth¹
 Male Female

Last name _____ Gender identity²
 Male Female X

First name _____ Middle initial _____ Suffix _____

Phone number _____ Alternate phone number _____

Street address _____
Address line 2 _____

City _____ State _____

ZIP/Postal code _____ County _____

Mailing address (if different from above) _____
Mailing address line 2 _____

City _____ State _____

ZIP/Postal code _____ County _____

1 If your address changes, you must give your new address to your payroll or benefits office no later than 60 days after you move.

1 This field is required for health care services.
2 Gender X means a gender that is not exclusively male or female. This field is optional and will be kept private to the extent allowable by law. To learn more, visit HCA's website at hca.wa.gov/gender-x

HCA 20-0055 (8/23)

Enrolled Dependents → Newly eligible employee

Enrolled dependents that are now eligible school employees.

- Add as a new subscriber, enter SSN and date of eligibility
- Employees cannot be dual enrolled per WAC 182-31-070
- Dependent's dental and vision coverage will be terminated
- Dependent medical coverage will be terminated if employee elects to enroll in medical coverage as a subscriber
 - Employee may waive medical to continue dependent medical coverage

The subscriber has SEBB dependent enrollments for medical, dental and vision and cannot be dual enrolled per WAC 182-31-070. The dependent dental and vision coverage will be terminated on the date defined in the WAC shown above (Generally, the last day of the month prior to subscriber benefits beginning). Medical coverage will be terminated if subscriber elects to enroll in medical coverage (or defaults due to not electing.)

I have read and understand the information provided above.

Submit

Cancel

SOE not required to remove dependent



Returning eligible employees

WAC 182-31-040 How do school employees establish eligibility for the employer contribution toward school employees benefits board (SEBB) benefits and when do SEBB benefits begin?

Returning Eligible Employees

Benefit Elections

- Benefit elections remain the same until **December 31, 2024**
 - Plan selections
 - FSA/DCAP contributions
 - HSA contributions
 - **No eligibility worksheet required!**

Annual Open Enrollment

- Next Annual Open Enrollment (OE): **October 28, 2024 - November 25, 2024**
- Enrollment changes and forms must be submitted no later than the last day of annual open
- Changes are effective **January 1** of the following year

Note: PEBB Program is moving OE to October 28 - November 25, 2024.

Changes that can be made anytime

Change employee's or dependent's name or address
(Updated by BA)

Change employee's email address or phone number
(Updated by employee)

Remove a dependent from coverage when they lose eligibility
(Submit SOE Event)

Apply, cancel, change coverage amounts, and update beneficiary information for supplemental life and AD&D insurance
(EOI may be required)

Reduce coverage level, decline coverage, or enroll in employee-paid LTD insurance
(Enrolling may require EOI)

Start, stop, or change the employee HSA contribution or change HSA beneficiary info

Change tobacco use premium surcharge attestation
(Updated by employee)

Sign up to receive SEBB program email subscription service using B24/7

Worksheet Scenarios

Employment Ends:

Month of May.
Loses eligibility May 31.

Month of August.
Loses eligibility August 31.

Rehired:

September of the
new school year.

September of the
new school year.

Worksheet:

Provide appropriate A-series
worksheet due to being more
than a month's break in
coverage.

Provide D-5 worksheet.
If determined to be eligible,
employee is re-enrolled with no
new elections.

Worksheet Scenarios: Two Year Lookback



Reminder: Worksheets are not required for returning employees who are:

- Eligible last year and remain eligible for the new school year
- Not eligible last year and will not be eligible for the new school year

No access to Benefits 24/7?

Existing employees who can not access to Benefits 24/7 may submit change forms to their payroll or benefits office.

- **Existing employees-** Submit *School Employee Change form* to their payroll and benefits office during Annual Open Enrollment or a Special Open Enrollment event

Clear form

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

2024 School Employee Change Form

Use this form if you are unable to use Benefits 24/7 (available in January 2024) at benefits247.hca.wa.gov. The information written on this form replaces all enrollment and change forms previously submitted. Therefore, you must complete the entire form, including the dependent section for any children you want to continue to cover. Inaccurate, incomplete, or illegible information may delay coverage.

To make changes during annual open enrollment or a special open enrollment, submit this form to your payroll or benefits office.

Benefits differ for employees whose eligibility was locally negotiated under WAC 182-30-130(6). See *Am I eligible?* on HCA's website at hca.wa.gov/sebb-employee for details.

All members who are eligible for enrollment in both the SEBB Program and Public Employees Benefits Board (PEBB) Program must choose health plan enrollment through one program. Choosing some health plans in both programs is not allowed.

Type or print clearly in blue or black ink and use all capital letters in the spaces provided. Example: J O H N

Remember to read and sign Section 8. To enroll children, complete Section 4.

1 Account changes and special open enrollment

Date of event/change (mm/dd/yyyy)

Changes you can make anytime

If you have a name or address change, contact your payroll or benefits office.

Remove dependents from coverage. If removal is due to loss of eligibility (divorce, annulment, dissolution, or dependent ceasing to be eligible as a child), your payroll or benefits office must receive this form **no later than 60 days** after the last day of the month the dependent loses eligibility for health plan coverage. If applicable, provide former dependent's new address:

Street address

Address line 2

City State

ZIP/Postal code County

Changes you can make during the SEBB Program's annual open enrollment

All changes become effective January 1 of the following year. Check the boxes next to the change requested.

<input type="checkbox"/> Add dependents	<input type="checkbox"/> Change vision plan
<input type="checkbox"/> Remove dependents	<input type="checkbox"/> Enroll after waiving medical coverage
<input type="checkbox"/> Change medical plan	<input type="checkbox"/> Waive medical due to enrollment in other employer-based group medical, a TRICARE plan, or Medicare.
<input type="checkbox"/> Change dental plan	

HCA 20-0127 (8/23) 1 of 15



Ineligible or employee's not returning

WAC 182-31-030 SEBB Organizations **must routinely monitor all school employees work hours** to establish eligibility and maintain the employer contribution toward SEBB benefits.

WAC 182-31-050 When does eligibility for the employer contribution for school employees benefits board (SEBB) benefits end?

D-3 Worksheet Scenario

The employee is not eligible for the employer contribution. The SEBB Organization rebuts a presumption of eligibility due to the following specific reasons why the school employee is not anticipated to work at least 630 hours in the current school year.

- If the employee is currently enrolled in SEBB benefits, their coverage will end. They may be eligible for continuation of coverage* benefits. After listing the specific reasons below, continue with #3 of this worksheet.
- If the employee is not currently enrolled in SEBB benefits, they will remain unenrolled. After listing the specific reasons below, continue with skip to section 6 of this worksheet.

Reasons:

--	--

D-3 includes space to provide reasons why employee does not meet 2-year lookback.

Terminating coverage

When to terminate employee coverage

- Terminate coverage **no earlier than the month of coverage ending** for employees:
 - Leaving SEBB Organization
 - Not eligible next school year
- **Example:**
 - Last day: **August 10**
 - Enter term date: No earlier than **Aug 1**
- Provide appropriate C series worksheet

Employees losing eligibility at the end of the school year

- Terminate coverage
 - **Before August 12 cut off date** to be removed from September billing file
 - **Coverage will not end automatically** at the end of each school year (**August 31**)
 - Provide appropriate C series worksheet

Terminating employee

Search for employee

- Eligibility Tab
 - Terminate/Transfer employee field
 - Enter termination reason
 - Enter termination effective date as the **last day worked**

Currently managing: Jesse James

Dashboard Eligibility Manage Dependents Profile Tobacco Surcharge Attestations Current Coverage Spousal Attestations Notes

Supplemental Benefits

Manage eligibility information

Last name* James First name* Jesse Middle name A SSN* 888-99-0110

Suffix JR, SR Birth date* 09/11/2000 Sex assigned at birth* Male Gender identity* Male

Eligibility reason* Newly Eligible Member Date of Eligibility* 06/27/2024

Employee monthly gross salary Wellness participant: No

Is this employee represented? No Is this employee locally eligible? No

Eligible for PEBB Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason	Termination effective date *	Benefit End Date
Employment Endi	07/15/2024	07/31/2024

Are you sure you want to terminate coverage for this member? If this member is the primary subscriber on an account their dependent's coverage will be terminated as well.

If this subscriber/account was terminated in error and needs to be re-enrolled without a break in benefits, add the subscriber again using an eligibility date that is the first of the month following the benefit end date.

+ Medicare enrollment information

+ Contact information

@ 📞 📱

Confirmation Message
Are you sure you want to terminate coverage for this member?
If this member is the primary subscriber on an account, their dependent's coverage will be terminated as well.

Terminating employee- Incorrect date

Search for employee

- Manage subscriber
 - Add employee as new subscriber
 - Enter SSN and new date of eligibility
 - Record found that can be re-enrolled-
 - Click Claim
 - Update employee information
 - Click Submit
 - Terminate employee with correct termination date

Currently managing: Hector Ramos

Dashboard Eligibility Manage Dependents Special Open Enrollment Profile Tobacco Surcharge Attestations Current Coverage

Spousal Attestations Notes Supplemental Benefits

Manage eligibility information

Last name* Ramos First name* Hector Middle name 0 SSN* 888-88-9221

Suffix JR, SR Birth date* 09/22/1990 Sex assigned at birth* Male Gender identity* Male

Eligibility reason* Newly Eligible Member Date of Eligibility* 03/04/2024

Employee monthly gross salary \$3,000.00

Is this employee represented? No Is this employee... Yes*

Eligible for PEBB Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason	Termination effective date *	Benefit End Date
Employment Endi	07/01/2024	07/31/2024

Are you sure you want to terminate coverage for this member? If this member is the primary subscriber on an account their dependent's coverage will be terminated as well.

[+ Medicare enrollment information](#)

[+ Contact information](#)

Confirmation Message
If this subscriber/account was terminated in error and needs to be reenrolled without a break in benefits, add the employee again using the eligibility date that is the first of the month following the benefit end date.

Gender X means a gender that is not exclusively male or female. This field will be kept private to the extent allowable by law. To learn more, visit HCA's website at hca.wa.gov/gender-x.

If this subscriber/account was terminated in error and needs to be re-enrolled without a break in benefits, add the subscriber again using an eligibility date that is the first of the month following the benefit end date.

Terminating employee- Employee never eligible

Search for employee

- Eligibility Tab
 - Terminate/Transfer employee field
 - Enter Termination reason "Employee never eligible"
 - Submit changes
 - Benefit End Date auto populates
 - **Example:**
 - Date of Eligibility: July 1
 - Benefit End Date: August 1

Currently managing: Johnny Hancock

Dashboard Eligibility Manage Dependents Special Open Enrollment Profile Tobacco Surcharge Attestations Current Coverage

Spousal Attestations Notes Supplemental Benefits

Manage eligibility information

Last name* Hancock First name* Johnny Middle name W SSN* 888-77-6655

Suffix JR, SR Birth date* 03/05/1990 Sex assigned at birth* Male Gender identity* Male

Eligibility reason* Newly Eligible Member Date of Eligibility* 07/01/2024

Employee monthly gross salary Wellness participant: No

Is this employee represented?* Is this employee locally eligible?*
 Yes* No*

Eligible for PEBS Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason	Benefit End Date
Employee never el	08/01/2024

Are you sure you want to terminate coverage for this member? If this member is the primary subscriber on an account their dependent's coverage will be terminated as well.

If this subscriber/account was terminated in error and needs to be re-enrolled without a break in benefits, add the subscriber again using an eligibility date that is the first of the month following the benefit end date.

+ Medicare enrollment information

This process can also be used to correct an incorrect date of eligibility.

When coverage may end earlier

Employees who reached 630 hours in the school year will maintain coverage through the end of the school year. (**August 31**)

- Employees not working during the summer will maintain coverage

Employer contribution for SEBB Benefits may end earlier if:

Employment relationship is terminated

Revised work pattern and no longer anticipated to work 630 hours during the school year.

Employee returns from approved LWOP, maintained or established eligibility, has a change in work pattern, had the work pattern been in effect at the start of the school year, would NOT have resulted in being anticipated to work 630 hours.

Eligible employee hired late in the year has a change in work pattern and is no longer eligible under WAC 182-31-040 (4)(c)(i/ii).

Eligible employee hired late in the year and eligible under WAC 182-31-040 (4)(c), who is no longer anticipated to work 630 hours the next school year.

SEBB Organizations should not terminate SEBB benefits for non-payment!

hca.wa.gov/sebb-benefits-admins/eligibility/when-eligibility-benefits-ends



Transferring employees

WAC 182-30-080 When must a newly eligible school employee, or a school employee who regains eligibility for the employer contribution, elect school employees benefits board (SEBB) benefits and complete required forms?

Transferring employees

Determine eligibility

- **Benefits Eligible-**
 - Review & complete A-5 transfer worksheet
- **Not Benefits Eligible-**
 - Employee must re-establish eligibility
 - Review & provide appropriate A series worksheet
 - Routinely monitor work hours

Benefits continue uninterrupted

- Moving from **one** SEBB organization **to another within the same month or a consecutive month and**
- Eligible in the position they are **leaving** and
- Anticipated to be eligible at the **new SEBB Org.**

No new election

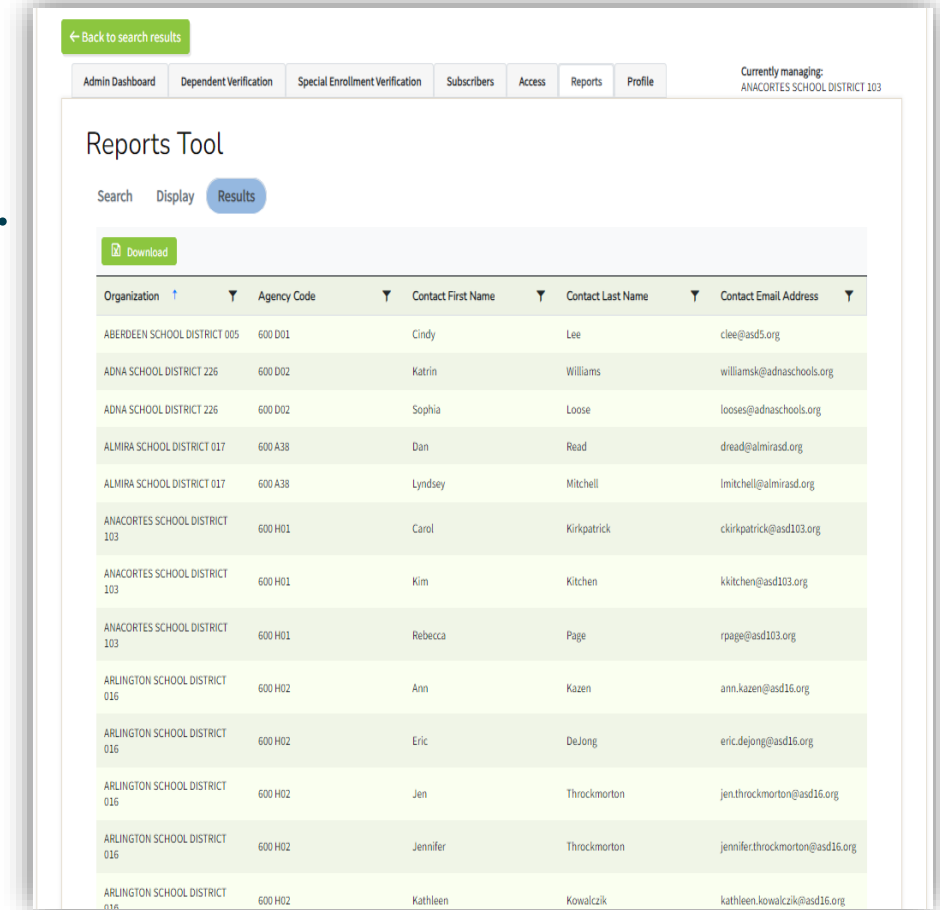
- Unless current medical plan is no longer available
- Submit SOE
 - Change in Employment Location #8
 - Change in Residence #11

Employee moving from your SEBB Organization (Losing Organization)

Contact the gaining SEBB Organization and to determine if the employee will be transferred or terminated in Benefits 24/7.

- Employee will be currently eligible with no break in SEBB coverage
 - Review A-5 worksheet
 - Transfer employee in Benefits 24/7
- Employee is not eligible with gaining SEBB Org. or will have break in coverage
 - Complete appropriate C-3 worksheet
 - Terminate benefits in Benefits 24/7

Transferring with a break in SEBB benefits*, use A-1, A-2, A-3, or A-4, whichever is appropriate



The screenshot shows a web interface for a 'Reports Tool'. At the top, there are navigation tabs: 'Admin Dashboard', 'Dependent Verification', 'Special Enrollment Verification', 'Subscribers', 'Access', 'Reports', and 'Profile'. The current user is identified as 'ANACORTES SCHOOL DISTRICT 103'. Below the tabs, there is a search bar and a 'Results' button. A 'Download' button is also visible. The main content is a table with the following columns: Organization, Agency Code, Contact First Name, Contact Last Name, and Contact Email Address. The table lists several school districts and their respective contacts.

Organization	Agency Code	Contact First Name	Contact Last Name	Contact Email Address
ABERDEEN SCHOOL DISTRICT 005	600 D01	Cindy	Lee	clee@asd5.org
ADNA SCHOOL DISTRICT 226	600 D02	Katrin	Williams	williamsk@adnaschools.org
ADNA SCHOOL DISTRICT 226	600 D02	Sophia	Loose	looses@adnaschools.org
ALMIRA SCHOOL DISTRICT 017	600 A38	Dan	Read	dread@almirasd.org
ALMIRA SCHOOL DISTRICT 017	600 A38	Lyndsey	Mitchell	lmitche@almirasd.org
ANACORTES SCHOOL DISTRICT 103	600 H01	Carol	Kirkpatrick	ckirkpatrick@asd103.org
ANACORTES SCHOOL DISTRICT 103	600 H01	Kim	Kitchen	kkitchen@asd103.org
ANACORTES SCHOOL DISTRICT 103	600 H01	Rebecca	Page	rpape@asd103.org
ARLINGTON SCHOOL DISTRICT 016	600 H02	Ann	Kazen	ann.kazen@asd16.org
ARLINGTON SCHOOL DISTRICT 016	600 H02	Eric	DeJong	eric.dejong@asd16.org
ARLINGTON SCHOOL DISTRICT 016	600 H02	Jen	Throckmorton	jen.throckmorton@asd16.org
ARLINGTON SCHOOL DISTRICT 016	600 H02	Jennifer	Throckmorton	jennifer.throckmorton@asd16.org
ARLINGTON SCHOOL DISTRICT 016	600 H02	Kathleen	Kowalczyk	kathleen.kowalczyk@asd16.org

Transfers

Managing employees

- Employee eligibility information
 - Terminate/Transfer employee
 - **Cancel Transfer** button will remain on screen until
 - Claimed by another SEBB Organization as a valid transfer
 - Transfer out is corrected to a termination

Currently managing: Willard Smith

Dashboard Eligibility Manage Dependents Special Open Enrollment Profile Tobacco Surcharge Attestations Current Coverage Supplemental Benefits

Manage eligibility information

Last name* Smith First name* Willard Middle name P SSN* 111-11-1212

Suffix JR, SR Birth date* 09/25/1968 Sex assigned at birth* Male Gender Identity* Male

Eligibility reason* Newly Eligible Member Date of Eligibility* 03/01/2023

Employee monthly gross salary \$6,000.00 Hire date* 03/01/2023 Wellness participant: No

Is this employee represented?* Yes Effective start date* 03/01/2023 Is this employee locally eligible?* No

Eligible for PEBB Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason Transfer Transfer Date* 05/16/2023

Submit changes

Cancel Transfer button - remains on screen until claimed by another SEBB Org as a valid transfer or the transfer out is corrected to a termination.

Terminate/Transfer subscriber:

Termination/Transfer Reason Transfer Transfer Date* 05/16/2023

Submit changes Cancel transfer

Transfers cont.

Benefit Administrators who are **uncertain** if an employee is eligible for SEBB Benefits at the gaining SEBB organization should:

- Terminate employee
- Enter termination reason and termination effective date
 - Gaining SEBB Organization can claim account when adding as a new employee

Currently managing: April Benes

Dashboard | Eligibility | Manage Dependents | Special Open Enrollment | Profile | Tobacco Surcharge Attestations | Current Coverage | Supplemental Benefits

Manage eligibility information

Last name* Benes | First name* April | Middle name A | SSN* 555-67-6677

Suffix JR, SR | Birth date* 09/22/1998 | Sex assigned at birth* Female | Gender Identity* Female

Eligibility reason* Newly Eligible Member | Date of Eligibility* 03/31/2023

Employee monthly gross salary \$6,000.00 | Hire date* 03/31/2023 | Wellness participant: No

Is this employee represented? No | Is this employee Yes*

Eligible for PEBB Benefits

Confirmation Message
Are you sure you want to terminate coverage for this member?
If this member is the primary subscriber on an account, their dependent's coverage will be terminated as well.

Terminate/Transfer subscriber:

Termination/Transfer Reason: Employment Ending | Termination effective date*: 05/01/2023

Are you sure you want to terminate coverage for this member? If this member is the primary subscriber on an account their dependent's coverage will be terminated as well.

Submit changes

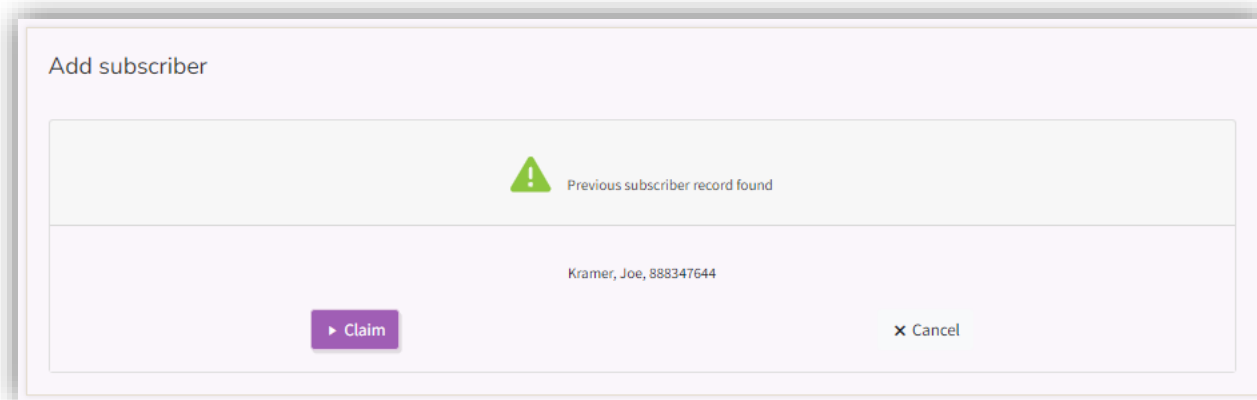
+ Medicare enrollment information
+ Contact information
+ Residential address
+ Mailing address

Submit | Cancel

Employee moving to your SEBB Organization (Gaining/Receiving Organization)

Add newly eligible employee who has been transferred or terminated by losing SEBB Organization in Benefits 24/7.

- Add as a new subscriber, enter SSN and date of eligibility
- Message shows employees "**Previous employee record found**"
- Click "**Claim**" to transfer employees account to gaining SEBB Organization



Employee moving to your SEBB Org. cont.

Adding newly eligible employee who has been transferred or terminated by losing SEBB Organization in Benefits 24/7.

- Review & complete A-5 transfer worksheet
- Verify and update new employee information
- Submit changes

Add subscriber

Last name* Kramer First name* Joe Middle name S SSN* 888-34-7644

Suffix JR, SR Birth date* 09/10/1990 Sex assigned at birth* Male Gender Identity* Male

Phone numbers are used by HCA and health plan carriers to contact subscribers to resolve issues and provide customer support.

Home phone number 3605554533 Work phone number 3605554353

Eligibility reason* Newly Eligible Member Date of Eligibility* 07/17/2024 Coverage Effective Date 08/01/2024

Is this employee represented?* No Yes* No* \$5,000.00

Address line 1* 444 Holister way

Address line 2 Unit #, Suite #

City* Olympia State/Province* WA County* Thurston Zip code* 98501

Country* United States

Same mailing address

Submit Cancel

Changing SEBB Org – Not a Transfer

Isabel is an eligible employee enrolled in SEBB Benefits at ESD 101. She has submitted her letter of resignation with her last day at ESD 101 being June 15. She has accepted a new position at Vancouver SD effective July 07.

ESD 101- Complete and provide the C-3 worksheet.

- Terminate employee with effective date **June 15**. SEBB Benefits ending **June 30**

SEBB Program will mail the *SEBB Continuation Coverage Election Notice* no later than 14 days after coverage has been terminated. (**July/August**)

Vancouver SD has determined Isabella is:

- Not anticipated to be compensated **17.5 hours in 6 of the last 8 weeks** in the school year (Not eligible July & August coverage)
- Not anticipated to work 630 hours with Vancouver SD but is anticipated to work 630 hours next school year. Enter date of eligibility as **first day of work**



Troubleshooting Benefits 24/7 Access

employee Access

Releasing/Unlock employee account

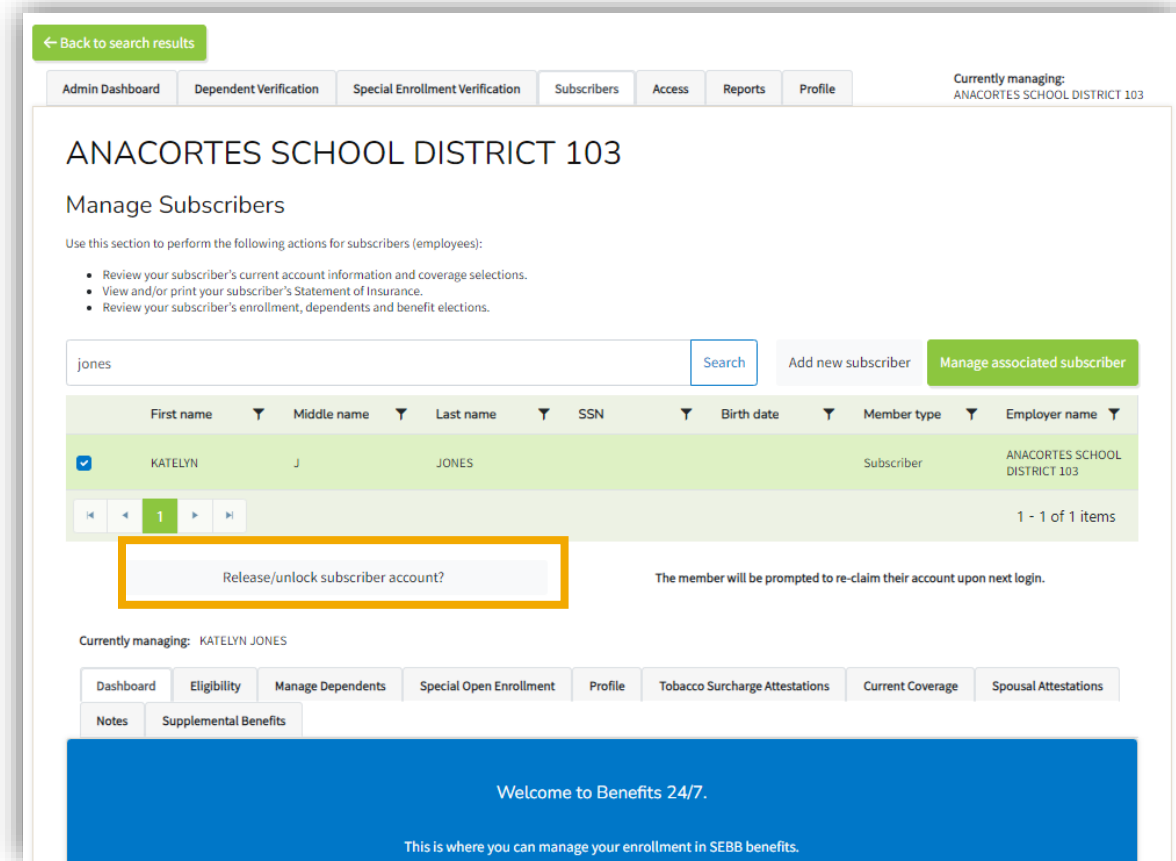
Release/Unlock employee account

- **Step 1**-Check box next to name
- **Step 2**-Click Manage Associated employee

Used to release previously tied employee SAW account

Used when employee has forgotten answers to security questions

- Verify employee information



← Back to search results

Admin Dashboard | Dependent Verification | Special Enrollment Verification | Subscribers | Access | Reports | Profile | Currently managing: ANACORTES SCHOOL DISTRICT 103

ANACORTES SCHOOL DISTRICT 103

Manage Subscribers

Use this section to perform the following actions for subscribers (employees):

- Review your subscriber's current account information and coverage selections.
- View and/or print your subscriber's Statement of Insurance.
- Review your subscriber's enrollment, dependents and benefit elections.

Search: jones [Search] Add new subscriber Manage associated subscriber

	First name	Middle name	Last name	SSN	Birth date	Member type	Employer name
<input checked="" type="checkbox"/>	KATELYN	J	JONES			Subscriber	ANACORTES SCHOOL DISTRICT 103

1 - 1 of 1 items

Release/unlock subscriber account? The member will be prompted to re-claim their account upon next login.

Currently managing: KATELYN JONES

Dashboard | Eligibility | Manage Dependents | Special Open Enrollment | Profile | Tobacco Surcharge Attestations | Current Coverage | Spousal Attestations

Notes | Supplemental Benefits

Welcome to Benefits 24/7.
This is where you can manage your enrollment in SEBB benefits.

Benefits 24/7 employee login assistance phone number 1-866-335-0043.

benefits247.hca.wa.gov/auth

Employee Troubleshooting Tips

Visit the help with Benefits 24/7 webpage.

- Get started
 - Create SecureAccess Washington (SAW) account
 - Log in to Benefits 24/7
- Help with my login
- How do I enroll when newly eligible?

Security questions must have a minimum of four characters

Benefits 24/7 employee login assistance phone number 1-866-335-0043.

hca.wa.gov/employee-retiree-benefits/help-benefits-24/7

Washington State Health Care Authority

Search In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > Employee and retiree benefits > Help with Benefits 24/7

Help with Benefits 24/7

Benefits 24/7 is our new online benefits enrollment system that replaced PEBB My Account and SEBB My Account. Your enrollment information will transfer from PEBB My Account and SEBB My Account.

Benefits 24/7 follows the Americans with Disabilities Rehabilitation Act (ADA) and Website Content Accessibility Guidelines (WCAG) 2.0.

On this page

- What can I do in Benefits 24/7?
- Get started
- Help with my login
- How do I enroll when newly eligible?
- Sign up for email subscription service

What can I do in Benefits 24/7?

Use Benefits 24/7 to enroll in coverage, verify your dependents, attest to premium surcharges, make changes due to a life event, view your coverage elections, make open enrollment changes, apply for continuation coverage or PEBB retiree insurance coverage, and defer retiree insurance coverage.

How do I change my address?

- **Employees:** Contact your payroll or benefits office.
- **Retirees and continuation coverage subscribers:** Send us a secure message or call 1-800-200-1004 (TRS: 711).

Workday users continue to use Workday

Benefits 24/7 is not available to Pierce County, Washington State University, and University of Washington employees. Please use Workday.
Exception: You can use Benefits 24/7 to request to enroll in PEBB retiree insurance coverage.

Get started

Use these steps to set up your Benefits 24/7 account.

- Things to know before you register
- Create a SecureAccess Washington (SAW) account

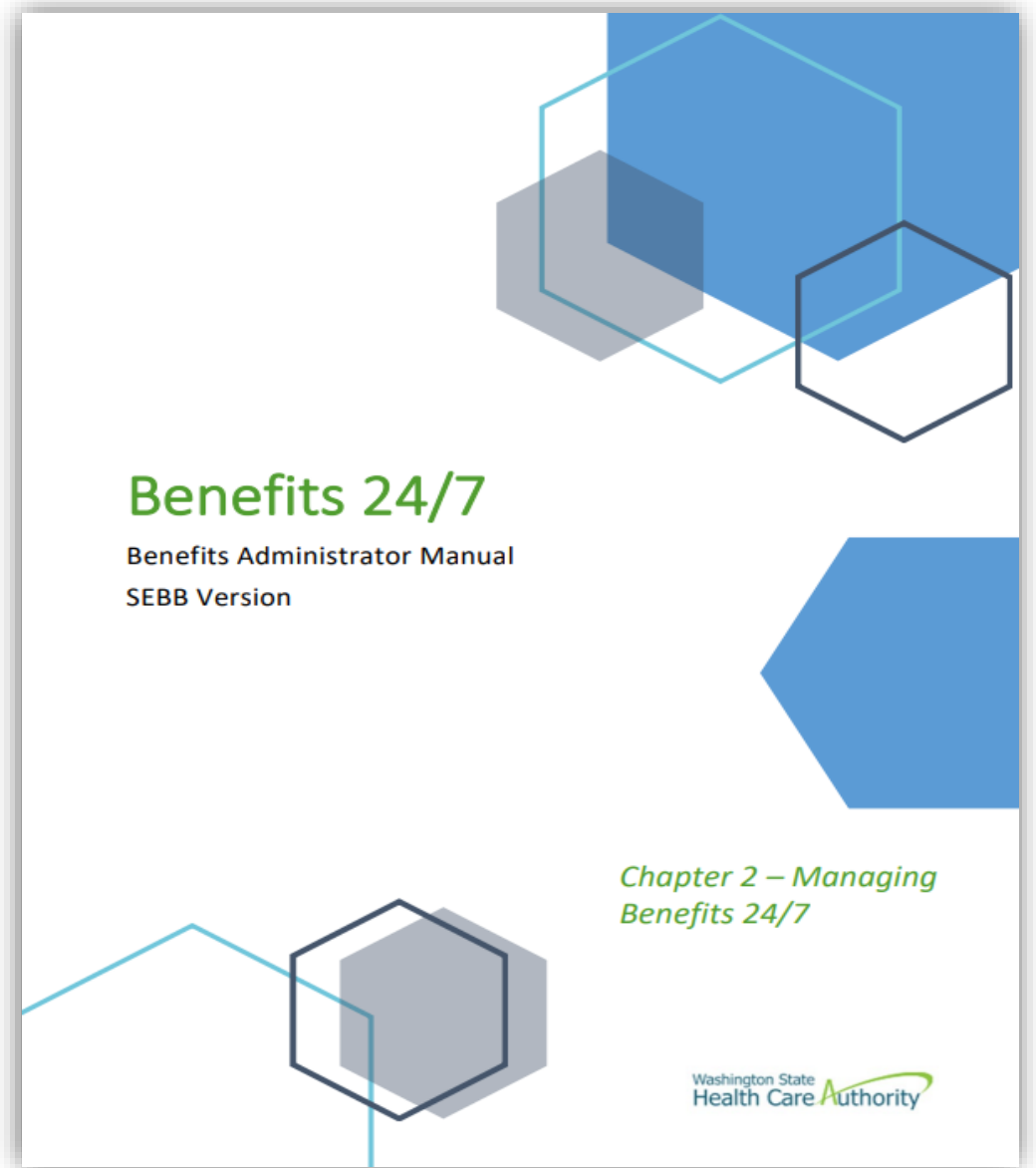
Manage your benefits year-round

Log in to Benefits 24/7

Troubleshooting Benefits 24/7

Benefits 24/7 BA Manual Chapter 2

- Need instructions on Troubleshooting employee access
 - Employee attempting to claim their account for the first time: **Page 13-14**
 - Releasing an old SAW account for an employee: **Pages 15-16**



Releasing an employee account requires Benefits 24/7 Admin access.

hca.wa.gov/assets/perspay/sebb-b247-chapter-2.pdf



Changes and updates

New base funding rate

GovDelivery sent on **July 12, 2024.**

- Employer base funding rate will increase from **\$1,100** to **\$1,178** per eligible employee per month
- Effective **September 1, 2024** through **August 31, 2025**
- Rate letter available on the BA website
 - SEBB Program rates
 - SEBB organization rates
 - 2024 rates

New base funding rate
Washington State Health Care Authority sent this bulletin at 07/12/2024 02:28 PM PDT

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

7.11.2024

Can't access the links? Add "Inks.gd" to the allowlist of your content blocking software.

New base funding rate effective September 1, 2024

The employer base funding rate will change from \$1,100 to \$1,178 per employee per month on September 1, 2024 for school year 2024-25. The employer base funding rate (also referred to as the funding rate) is the rate the employer pays each month for each employee.

The new rate is effective September 1, 2024 through August 31, 2025. Employee contributions remain unchanged until January 1, 2025.

The [rate letter](#) is available on the SEBB BA website, [Rates](#) page.

POWERED BY
GOVDELIVERY

[Privacy Policy](#) | [Cookie Statement](#) | [Help](#)



Reminders, tips & resources

Benefit Admin Resource

SEBB Benefits Administrator website

- Eligibility, Enrollment, Benefits, Administrative tools and resources, and Training Resources

Contact Outreach & Training

- **1-800-700-1555**
- Online via **HCA Support** secure messaging system
 - support.hca.wa.gov/hcasupport

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and navigation links for 'In a crisis?' and 'Login'. Below the header is a navigation menu with links for 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The main content area is titled 'SEBB benefits administrators' and features several sections: 'Eligibility worksheets Forms and Publications HCA Support (submit a question)', 'Eligibility' (with an icon of two people talking and a button to 'Learn about eligibility and find resources'), 'Enrollment' (with an icon of a person walking with a bag and a button to 'Learn about the enrollment process'), 'SEBB benefits' (with an icon of a person holding an umbrella and a button to 'Explore SEBB benefits'), and 'Administrative tools and resources' (with an icon of a person with a wrench and a button to 'Find tools and resources to help you administer benefits').

Benefit Admin Resource

SEBB Benefits Admin Training Submit training request using HCA Support Inquiry

- Attn: Training Request
- Provide dates & times available, how many hours and subjects

Benefits 24/7, Benefits Admin website and HCA Support application overview and Q&A

Welcome to the Washington State Health Care Authority support portal. Please select the option below that best describes you.



Public inquiry



Agency to agency inquiry

I am a resident of Washington agency. I am making a request

[View login instructions](#)



I work for a state or local agency. I am making a request

I am a(n):

- Active employee of a Washington State agency that uses WaTech's Office 365 managed services.
- PEBB benefits administrator and I am making a request related to my work with HCA.

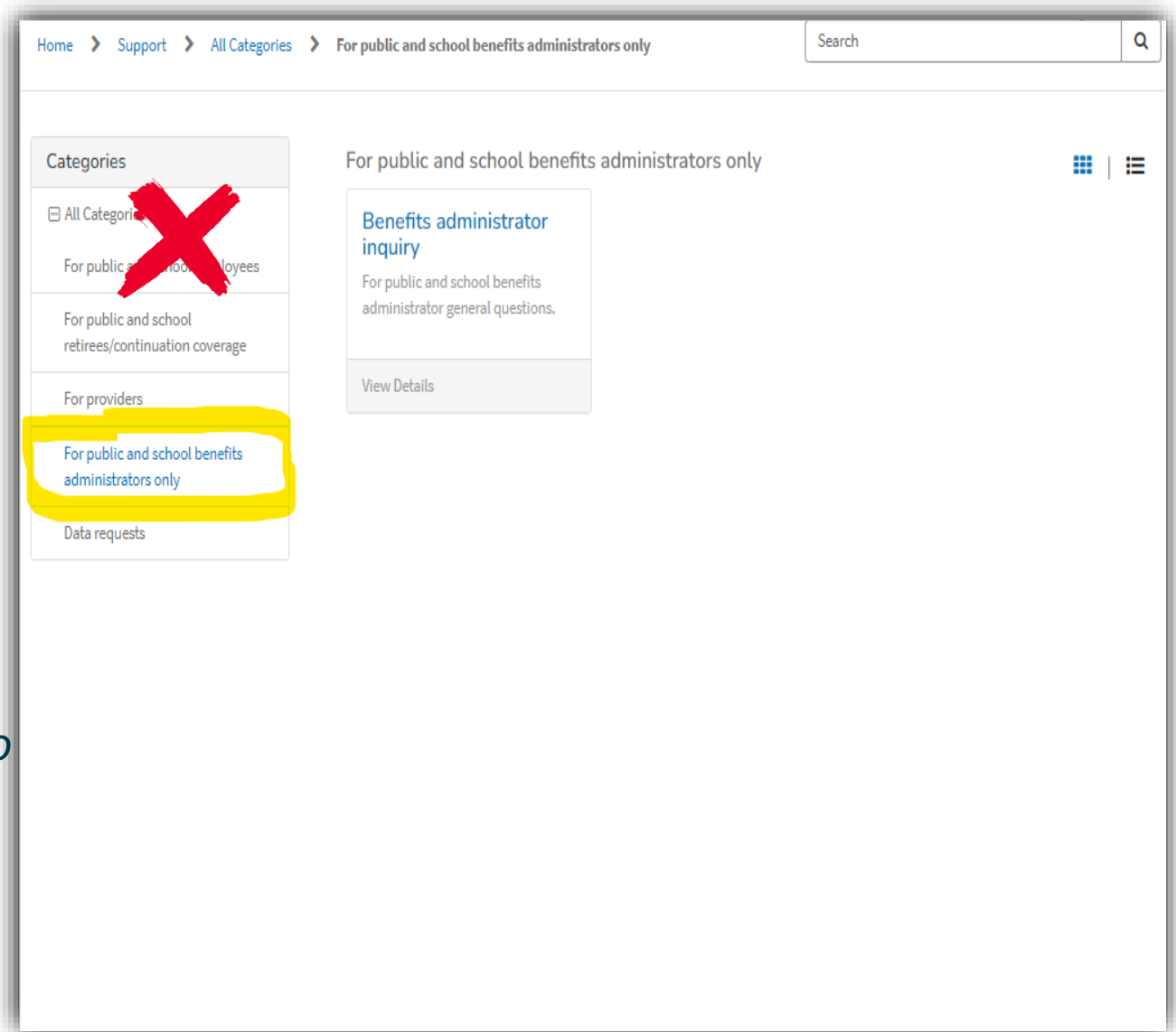
Note: If you are a SEBB benefits administrator or your agency does not use WaTech's Office 365 managed service, please use the public login.

[View login instructions](#)

Managing Admin Access

Send Admin Access request using the HCA Support portal

- For public and school benefits administrators only
 - Benefits administrator inquiry
 - Select SEBB Program
 - Select *"Is this inquiry related to the Benefits 24/7 online enrollment system?"* **YES**
 - Add/Remove admin access
 - Admin Information



Admin roles are responsible for managing edit and read only access.

<https://support.hca.wa.gov/hcasupport>

2024 HCA In-Person Benefits Fairs (Western Washington)

Date	Time	Location	Address
October 28, 2024/ Monday	10:00 am- 6:00 pm	Seattle (North)	Edmonds College Woodway Hall (Building 26), 20000 68 Ave W. Lynwood, WA
October 29, 2024/ Tuesday	10:00 am- 6:00 pm	Bellingham	Four Points Sheraton Bellingham Hotel and Conference Center Conference Center 714 Lakeway Dr. Bellingham, WA 98229
October 30, 2024/ Wednesday	10:00 am- 6:00 pm	Seattle (Central)	Lake Washington Institute of Technology. 11605 132nd Ave NE, Kirkland WA 98034
October 31, 2024/ Thursday	10:00 am- 6:00 pm	Tacoma	Clover Park Technical College McGavick Conference Center 4500 Steilacoom Blvd. SW, Lakewood, WA
November 1, 2024/ Friday	10:00 am- 6:00 pm	Seattle (South)	Renton Technical College Gaiser Hall 1933 Fort Vancouver Way, Vancouver, WA 98663
November 4, 2024/ Monday	10:00 am- 6:00 pm	Vancouver	Clark College Capital Event Center 6005 Tye Drive SW, Tumwater, WA 98512
November 5, 2024/ Tuesday	10:00 am- 6:00 pm	Olympia/ Tumwater	ESD #113 (Capital Event Center) Capital Event Center 6005 Tye Drive SW, Tumwater, WA 98512
November 6, 2024/ Wednesday	10:00 am- 6:00 pm	Port Angeles	Red Lion Hotel Port Angeles Harbor Main Building 221 N. Lincoln, Port Angeles, WA 98362
November 7, 2024/ Thursday	10:00 am- 6:00 pm	Bremerton	Olympic College Student Center 1600 Chester Avenue, Bremerton WA 98337

Note: 10-6PM PEBB/SEBB Employees/Retirees, Carrier presentation will be held throughout the Benefit fair.

2024 HCA In-Person Benefits Fairs (Eastern Washington)

Date	Time	Location	Address
October 29, 2024/ Tuesday	10:00 am- 6:00 pm	Spokane	Spokane Community College Lair Student Center 1801 N Greene St, Spokane, WA 99207
October 30, 2024/ Wednesday	10:00 am- 6:00 pm	Cheney	Eastern Washington University Hargreaves Hall 616 Study Ln, Cheney, WA 99004
October 31, 2024/ Thursday	10:00 am- 6:00 pm	Wenatchee	Wenatchee Red Lion Hotel Robert C. Roberts Campus Center (Building I) 3000 NE 4th St, Renton, WA 98056
November 5, 2024/ Tuesday	10:00 am- 6:00 pm	Pullman	Washington State University Compton Union Building 1500 Glenn Terrell Mall , Pullman, WA , 99163
November 6, 2024/ Wednesday	10:00 am- 6:00 pm	Pasco	Columbia Basin College Hawk Union Building (H Building) 2600 N 20th Ave, Pasco, WA 99301
November 7, 2024/ Thursday	10:00 am- 6:00 pm	Yakima	Yakima Valley College Conference Center W Nob Hill Blvd &, S 16th Ave, Yakima, WA 98902
Note: 10-6PM PEBB/SEBB Employees/Retirees, Carrier presentation will be held throughout the Benefit fair.			

Upcoming Webinars



October 18: SEBB Pre Open Enrollment (OE) Webinar 2024

October 25: SEBB FSA and DCAP OE webinar 2024

Where to register:

- hca.wa.gov/sebb-benefits-admins/training-schedule

All webinars are recorded and posted to the BA website.

- hca.wa.gov/sebb-benefits-admins/training-materials-and-recordings

Q&A

We will now address some of the questions that did not get answered during the webinar.

- Any questions that do not get addressed today will be responded to by phone, email or HCA Support request
- Employee specific questions or scenarios should be sent through HCA Support request

After the webinar, participants will receive a follow up email that includes a brief survey. We would appreciate your feedback.

Thank you for participating!

