



Eligibility Worksheets: C Series

School Employees Benefits Board (SEBB)
Outreach & Training
2020

Washington State
Health Care Authority

SCHOOL EMPLOYEES BENEFITS BOARD

Updates

- Reviewing C series worksheets only today
- Will be reviewing D series ASAP
 - Previously anticipated only 1
 - Currently have 4 in review process
 - Will send out GovDelivery to register





Worksheets

[WAC 182-31-030](#)

[SEBB Policy 11-1](#)

SEBB Worksheets

SEBB Program provides worksheets to determine eligibility for the employer contribution toward SEBB benefits. Worksheets:

- Facilitate decisions compliant with RCW and WAC
- Provides required notice and information to employees
- Confirms receipt of the required notice and information
- Provides guidance and suggestions for the SEBB organization

Important: Complete the worksheet electronically. Do not save worksheets to your computer, as they are updated often and employees may be issued outdated information.

Notification for employee is included in the SEBB worksheets.

SEBB Worksheets

When worksheets have been completed:

- Provide a copy to the employee to review, sign and date
 - Employee must return the signed copy or an email confirming receipt to the BA
- BA's must sign and date and provide a copy of the signed worksheet to employee
- File the worksheet in the employees personnel file

If emailing the worksheet to the employee a copy of the "read receipt" can serve as employee signature and date.

SEBB C Series Worksheets:

C-1 Worksheet

Employee who is currently eligible for benefits and leaving work on approved leave without pay, workers compensation, called to active duty, layoff, applying for disability retirement, or appealing a grievance.

C-2 Worksheet

Employee is currently eligible for benefits and ceases active work during approved FMLA.

SEBB C Series Worksheets:

- C-3 Worksheet School employee currently eligible who is leaving work due to the employment relationship being terminated.
- C-4 Worksheet Employee leaving employment due to retirement
- C-5 Worksheet Deceased Employee

SEBB C Series Worksheets Updates:

C-1 Worksheet

Employee who is currently eligible for benefits and leaving work on approved leave without pay, **Paid Family and Medical Leave (PFML)**, workers compensation, called to active duty, layoff, applying for disability retirement, or appealing a grievance.

C-2 Worksheet

Employee is currently eligible for benefits and ceases active work during approved FMLA or **PFML which is concurrent or overlapping with FMLA.**

C-4 Worksheet

Employee leaving employment due to retirement. Worksheet currently references date of retirement, changing to: **date the employee's coverage will terminate.**



Scenarios

Approved Leave

Jordan: Eligible school employee, approved for Worker's Comp

- Leave is approved on 3/15
- No longer anticipated to reach 630 hours
- Employer contribution towards SEBB benefits will end March 31
 - Terminate employee's coverage in SEBB My Account
 - Complete and provide the [C-1 worksheet](#) to Jordan

FMLA

Carmen: Eligible school employee, approved for FMLA

- Leave is approved on 1/20
- Complete and provide the [C-2 worksheet](#) to Carmen

Termination

Tim: Eligible school employee, working at Granite Falls School District.

- Resigned employment with Granite Falls effective 6/30
- Employer contribution towards SEBB benefits will end June 30
 - Terminate employee's coverage in SEBB My Account
 - Complete and provide the [C-3 worksheet](#) to Tim

Retiring Employee

Bob has decided to retire and is choosing to start receiving his pension benefit July 1.

- Submits letter of resignation - effective 6/17
- SEBB benefits will end 6/30
 - BA will terminate coverage in SMA
 - Complete and provide the [C-4 worksheet](#)

Deceased Employee

There are options to continue coverage for surviving dependents of a deceased employee:

- SEBB Continuation Coverage, or
- PEBB Retiree Coverage
- Benefits will end last day of the month of death
 - BA will terminate coverage in SMA
 - Complete and provide the [C-5 worksheet](#)
 - Guidance for coverage options, no signature required

Approved Leave

Julie: Works for Zillah SD, and is an eligible school employee, receiving the employer contribution.

- Placed on approved FMLA and PFML in Aug of 2020
 - Complete and provide C-2 Worksheet
- FMLA lasts until Oct 30, 2020
 - PFML goes for another 4 weeks – ending Nov 27, 2020
 - Upon PFML ending, goes on approved LWOP through March 10
 - Coverage ends Nov 30, 2020 since she is not anticipated to work 630 hours this school year
 - Complete and provide C-1 Worksheet



Resources

Benefit Administrator Resources

SEBB BA website

- hca.wa.gov/sebb-benefits/admin

Outreach & Training

- 1-800-700-1555
- Online via [FUZE](#) secure messaging system

SEB Board

- <https://www.hca.wa.gov/employee-retiree-benefits/about-sebb>


Benefit Administrator Resources

Home > SEBB benefits administrators


SEBB benefits administrators

SEBB My Account >

Forms & publications Notices & updates Find answers (Fuze) Sign up for notices Contact us



- > [Benefits administrators' FAQs](#)
- > [Visit the SEBB employee website](#)
- > [SEBB appeals: go to employers first](#)

 As of Wednesday, March 18, HCA's lobby is closed. In-person customer services for Apple Health and the PEBB and SEBB Programs will not be available. [Learn more about the closure.](#)

Employee eligibility tools and worksheets

- New hires
- Existing employees gaining eligibility
- Employees leaving work
- Employees returning to work

Employee life circumstances

- Employees
- When coverage ends
- Dependents
- Appeals process
- Continuation coverage

Quick reference guides and training

- Quick reference guides
- Training schedule and materials
- Manuals

Benefit Administrator Resources

Home > SEBB Benefits Administrators > Employee eligibility tools and worksheets

SEBB benefits administrators

SEBB My Account

Forms & publications Notices & updates Find answers (Fuze) Sign up for notices Contact us

SEBB Benefits Administrators

- Employee eligibility tools and worksheets
- Employee life circumstances
- Quick reference guides and training
- Laws, rules, and policies
- Benefits, rates, and reporting
- Forms and publications
- Notices and updates
- Find answers (FUZE)
- Contact us

Employee eligibility tools and worksheets

Find the tools you need to help determine employee eligibility (based on the employee's situation).

On this page

- [Determining eligibility](#)
- [Worksheets](#)

Determining eligibility

SEBB provides the following method to determine eligibility for the employer contribution toward benefits for school employees of SEBB organizations. The method:

- Facilitates decisions compliant with RCW and WAC.
- Provides required notice and information to employees.
- Confirms receipt of the required notice and information.
- Provides guidance and suggestions for the SEBB organization and school employee.

Eligibility method

Step 1 Choose the worksheet below that describes the employee's situation. Additional information is provided to guide you to other worksheets that may be more appropriate for the employee's situation.

Upcoming Webinars

June 12: Special Open Enrollment (SOE) Events

June 26: Retirement, Accounting & Billing

July 31: Error Correction

Aug 14: Preparing for the upcoming school year



How to register: <https://www.hca.wa.gov/sebb-benefits-admins/training-schedule>

Questions & Answers

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 FUZE.
- Employee specific questions or scenarios should be sent through FUZE.
- After the webinar, participants will receive a follow up email that includes a brief survey. We would greatly appreciate your feedback.

Thank you for participating!

