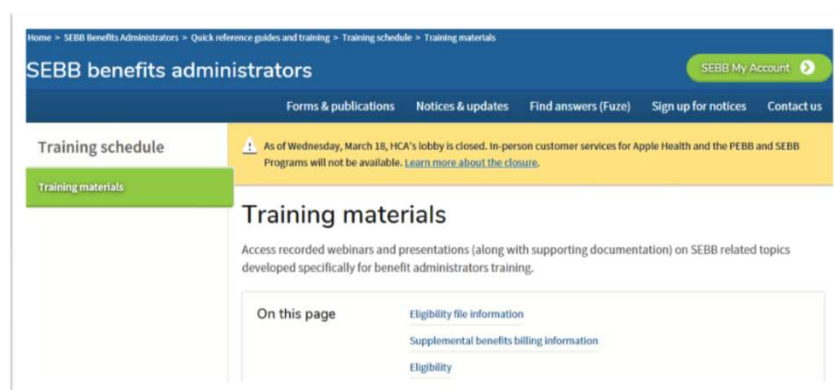


Preparing for the end of the School Year

Thank you for participating in today's webinar

The presentation will start around 10:05 a.m.

- All attendee's will be "muted". Please do not "unmute" yourself if the program allows you to.
- We can not assist with technical issues and apologize if they keep you from participating.
- This webinar will be recorded and posted on the Benefits Administrator website.



Preparing for the end of the School Year

Addressing questions during the webinar

- Please use the “questions” feature to send questions throughout the webinar.
- We will address questions:
 - Throughout the presentation when appropriate – by topic.
 - At the end of the presentation – in summary – as time allows.
 - Questions not answered during the webinar will be addressed the following week via either:
 - Email
 - Phone
 - FUZE
- **If you have employee related questions or scenarios, please send via FUZE**
- **For urgent matters, call Outreach & Training (O&T) at 1-800-700-1555**



Preparing for the end of the School Year

School Employees Benefits Board (SEBB)
Outreach & Training
2020

Washington State
Health Care Authority

SCHOOL EMPLOYEES BENEFITS BOARD



Reminders

End of the year actions - SMA

Organization Profile tab in SMA

- Enter "new" first day of school
 - Complete no later than August 1
 - Required every year
- Update SEBB Org Contacts
 - Benefits Specialist
 - Payroll
 - Insurance/Billing
 - Superintendent

Admin Dashboard | Dependent Verification | SOE Verification | Subscribers | Access | Eligibility | Billing | SmartHealth | Reports | Profile | Enrollment Docs | FSA / DCAP

Organization profile

You can use this section to update organization profile information to include contacts. Please keep contact information current to ensure HCA can reach appropriate personnel to disseminate information and resolve any issues.

OSPI district number* 34033 Federal tax ID number* HCA code* 600D39

SEBB organization name TUMWATER SCHOOL DISTRICT 033

Effective date* 01/01/2019 Termination date mmm/dd/yyyy First day of school* 09/02/2019

Physical Address line 1* 419 LINWOOD AVE SW

Physical Address line 2 Unit #, Suite #

City* TUMWATER State/Province* WA County* Thurston Zip code* 98512-8499

Same mailing/shipping/billing address

Notes:



Contacts [Add contact](#)

[Submit changes](#) [Clear changes](#)

End of the year actions - SMA

Add/Remove Benefits Administrators

- [Admin Appointment/Removal Form](#)
- Submit via FUZE for O&T to process

 **Admin Appointment/Removal Form**
School Employees Benefits Board Program 

Appointment of SEBB My Account Administrator
The following individual has been duly appointed by me as the SEBB My Account Administrator. By signing this authorization form, the SEBB My Account Administrator acknowledges that he/she has read, understands and agrees to abide by the SEBB My Account Security Management Policy. As the SEBB My Account Administrator you acknowledge that you are responsible and accountable for user security within your organization. Included, but not limited, in this responsibility are the following tasks:

Manage Access for:	Security Protocols:
• Employees & Contractors	• HCA Acceptable Use Policy
• Assign applications roles	• SEBB Organization Acceptable Use Policy
• Modify existing access	
• Revoke access	

To: Health Care Authority – SEBB My Account Application Support
From: Superintendent
SEBB Organization

I, (print name of Superintendent) authorize the appointment and/or removal of the School Employees Benefits Board (SEBB) My Account Administrative role for the following individual(s):

Appointment of SEBB My Account Administrator, if applicable
Name (print first and last)
Email
Signature
Effective date

Removal of SEBB My Account Administrator, if applicable
Name (print first and last)
Email
Effective date
Signature of Superintendent
Date

To ensure the organization's ability to submit and view data, return this form to:
Email a scanned, signed copy to hcasebbsupport@hca.wa.gov


HCA 20-0117 (5/19)

End of the year actions - SMA

Terminate coverage for employees

- Leaving SEBB Organization
- Not eligible for next school year
- Coverage will not end automatically on August 31

Terminate subscriber:

Termination Reason	Termination effective date
Employment Ending/Ineligible Positio ▾	08/31/2020 

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 coverage

Returning Eligible Employees

Benefit elections remain until Dec 31, 2020

- Plan selections
- FSA/DCAP contributions

Next Open Enrollment (OE): October 26 – November 23, 2020

- New elections effective January 1, 2021

Items employees can do all year round

- Enroll or change supplemental LTD, Life and AD&D
- SOE events
- Change employee contributions for Health Savings Account



End of Year Scenarios

Returning Eligible Employee WAC 182-30-080 (6)

Sharon: Works for Omak School District, and is an eligible employee enrolled in SEBB Benefits this school year

- Returning to Omak SD next school year
- Anticipated to work 630 hours next school year
 - Will receive uninterrupted coverage from year to year
 - No action taken in SMA (by BA or employee)
 - No new worksheet required
 - No new elections
 - During OE she elects to change medical plans for coverage effective Jan 1, 2021

Not Returning for Next School Year

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

- Resigned employment with Granite Falls effective 8/31
- Employer contribution towards SEBB benefits will end Aug 31
 - Terminate employee's coverage in SEBB My Account
 - Complete and provide the C-3 worksheet to Tim
 - SEBB Program will mail Tim the *SEBB Continuation Coverage Election Notice*
 - Booklet includes enrollment forms

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
 - SEBB Program will mail *SEBB Continuation Coverage Election Notice*
- Starts pension with DRS on 7/1
- Enrolls in PEBB retiree coverage effective 7/1
 - Has 60 days to enroll or defer PEBB retiree coverage

Retiring Employee

Charlie has decided to retire and is choosing to start receiving her pension benefit September 1.

- Submits letter of resignation - effective 8/31
- SEBB benefits will end 8/31
 - BA will terminate coverage in SMA
 - Complete and provide the C-4 worksheet
 - SEBB Program will mail *SEBB Continuation Coverage Election Notice*
- Starts pension with DRS on 9/1
- Enrolls in PEBB retiree coverage effective 9/1
 - Has 60 days to enroll or defer PEBB retiree coverage

Changing SEBB Org

Jeff: Eligible employee this school year at Auburn SD, enrolled in SEBB Benefits. Informs Benefits Administrator he is taking a position with Kent SD for next school year.

- Auburn SD - BA enters transfer date of 8/31
- Kent SD – BA enters as New Subscriber, and able to claim account
 - Must enter eligibility reason, hire date, and represented fields.
 - No new elections for employee
 - Can make new elections during OE – effective Jan 1, 2021

Changing SEBB Org

Bethenny: Works for ESD 101 and submits her letter of resignation with an effective date of June 15th, 2020. She plans to move and work for Vancouver SD effective July 27, 2020.

- Benefits would end June 30th with ESD 101
- Vancouver SD determines Bethenny is not eligible
 - Not anticipated to be compensated 17 ½ hours in 6 of the last 8 weeks in the school year
- Anticipated to work 630 hours next school year
 - Date of eligibility is first day of work in next school year
 - September 1, 2020

Changing SEBB Org

Teddi: Works for Battle Ground School District and submits her letter of resignation with an effective date of June 15th, 2020. She plans to move to Willow Public School effective July 1, 2020.

- Willow PS determined Teddi eligible on first day of work, July 1
 - Anticipated to be compensated 17 ½ hours in 6 of the last 8 weeks in the school year
 - Anticipated to work 630 hours next school year
- Will receive uninterrupted coverage from Battle Ground to Willow
 - No new elections for employee (unless plan no longer available)

Works 630 hour in August

Karen: Works for Bremerton SD and was anticipated to only work 550 hours in the school year, but reaches 630 hours worked on Aug 5.

- **Anticipated to work 630 hours in the next school year**
 - Eligible for benefits effective 9/1
 - She will also be able to make changes during OE
 - Changes effective Jan 1, 2021
- **Not anticipated to work 630 hours in the next school year**
 - Does not become eligible for Sept coverage.

Works 630 hour in August

Karen: Works for Bremerton SD and was anticipated to only work 550 hours in the school year, but reaches 630 hours worked on Aug 5.

- Two year lookback
 - worked 630 hours in each school year, and
 - is returning to the same type of position(s)
 - Presumed eligible for benefits on September 1

The SEBB organization may rebut this by notifying the school employee, in writing, of the specific reasons why the employee is not anticipated to work 630 hours in the upcoming school year.

Approved FMLA

Susan: Eligible employee at Davenport SD.

- Placed on approved FMLA in Aug of 2020
- Approved leave lasts until Oct 16, 2020
- Anticipated to work 630 hours in new school year (2020-21)
 - Benefits continue, no new elections
 - No action taken in SMA
 - New elections could be made during OE
 - Effective Jan 1, 2021

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
- 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

Approved Leave

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

- Returns to work on March 10, 2021
 - Per SEBB Resolution 2020-02, date of eligibility is March 10
 - Effective January 1, 2020, school employees who return from approved leave without pay will establish eligibility for the employer contribution if their work schedule, had it been in effect at the start of the school year, would have resulted in the employee being anticipated to work the minimum hours to meet SEBB eligibility in the school year.



SEBB My Account

SEBB My Account - Termination

Terminate subscriber:

Termination Reason Termination effective date



SEBB My Account - Termination

Terminate subscriber:

Termination Reason

Termination effective date


mm/dd/yyyy

- Employment Ending/Ineligible Position
- Approved LWOP
- Layoff
- Death
- Retirement
- Applying for Disability Retirement
- Defer Due to Medicare/Medicaid
- USERRA or Educational Leave
- Transfer

Save changes

SEBB My Account - Termination

Terminate subscriber:

Termination Reason	Termination effective date
Employment Ending/Ineligible Positio ▾	08/31/2020 

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 coverage

SEBB My Account - Transfer

Transfer subscriber:

Transfer effective date:

08/31/2020



Are you sure you want to transfer this subscriber?

Transfer subscriber



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 > Quick reference guides and training > Manuals

SEBB benefits administrators

SEBB My Account

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

Quick reference guides and training

- Quick reference guides
- Training schedule
- Manuals**

Manuals

Training and administration manuals for SEBB benefits administrators.

On this page

- [SEBB My Account](#)
- [Insurance accounting](#)
- [Insurances](#)

SEBB My Account

- [Chapter 1](#)
Introduction to the sebb my account program.
- [Chapter 2](#)
Eligibility file, billing file, reports, access, FSA/DCAP file, etc.
- [Chapter 3](#)
Managing employee accounts.
- [Appendix](#)

Upcoming Webinars

May 15: Changes related to COVID-19

May 29: Worksheets (C & D Series)

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.

Thank you for participating!

