



Preparing for the End of the School Year

School Employees Benefits
Outreach & Training
May 26, 2023.

Washington State
Health Care Authority

SCHOOL EMPLOYEES BENEFITS BOARD

Agenda

- 1 End of the school year actions
- 2 Employee scenarios
- 3 Terminating coverage
- 4 SEBB Changes & Updates
- 5 Reminders, Tips & Resources



Actions at the end of each school year

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

Organization Profile

Update SEBB Org contacts

- Multiple roles can be assigned
 - Benefit Specialist
 - Insurance/Billing
 - LTD
 - Other
 - Payroll
 - Superintendent

Contacts

+ Add contact

+ Donna Willis Payroll Insurance/Billing Benefit Specialist

+ Lynette Hofer Payroll Insurance/Billing Benefit Specialist

— Mitch Thompson Payroll Insurance/Billing Benefit Specialist

First name* Mitch Middle initial Last name* Thompson

Email address* mitch.thompson@esd112.org Phone* 3608855336 Fax Phone Number

☐ Address same as organization physical address

Mailing Address line 1* Street #, Street

Mailing Address line 2* Unit #, Suite #

City* State/Province* Zip code*

Contact types:

☒ Benefit Specialist ☒ Insurance/Billing ☐ LTD ☐ Other ☒ Payroll ☐ Superintendent

[Remove contact](#)

+ Cheri Dailey Payroll Insurance/Billing Benefit Specialist Superintendent

Submit changes Clear changes

Managing Access

Update admin access

- Submit *Admin Appointment/Removal* Form via HCA Support request for processing
- Superintendent signature required
- Found on the forms & publications page

Admin's can assign user roles:

- Edit and read-only

SEBB My Account Administrator Appointment/Removal



Use this form to authorize appointment or removal of up to two SEBB My Account administrators.

By signing this authorization form, the appointed SEBB My Account administrator(s) acknowledge that they have read, understand, and agree to abide by the security protocols stated in the HCA Acceptable Use Policy and the SEBB Organization Acceptable Use Policy. As SEBB My Account administrator, you acknowledge that you are responsible and accountable for user security within your organization. This includes, but is not limited to, managing access for employees and contractors, assigning applications roles, modifying existing access, and revoking access.

1 Appointment of SEBB My Account administrator(s)		
Last name	First name	Email
Effective date	Signature of this administrator	
Last name	First name	Email
Effective date	Signature of this administrator	

2 Removal of SEBB My Account administrator(s)		
Last name	First name	
Email		Effective date
Last name	First name	
Email		Effective date

3 Superintendent authorization	
The individual(s) named above have been duly appointed by me as the SEBB My Account administrator(s). SEBB organization	
Superintendent last name	Superintendent first name
Superintendent signature	Date

To submit this form press the submit button or email it to hcasebbitsupport@hca.wa.gov

Submit

Admin and edit roles can release/ unlock subscriber accounts for reclaiming.

hca.wa.gov/assets/perspay/20-0117-SEBB-sma-admin-appointment-removal-form-fillable.pdf





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 until **December 31, 2023.**
 - Plan selections
 - FSA/DCAP contributions
 - No new elections or eligibility worksheet required!
- Plan year:
January 1 - December 31

Annual Open Enrollment

- Next Open Enrollment (OE):
October 30 - November 20, 2023
- Enrollment changes must be completed by the last day of annual open enrollment
- New elections effective:
January 1, 2024

Making Changes

- Employees can make changes **anytime**
 - Change name or address
 - Enroll or change supplemental Life, AD&D and employee-paid LTD
 - Submit SOE events
 - Change HSA contributions
 - Change tobacco attestation



Employees not returning next school year Scenarios

WAC 182-31-050

When does eligibility for the employer contribution for school employees benefits board (SEBB) benefits end?

Not Returning Next School Year

Elijah is an eligible school employee at Granite Falls SD. He submits his letter of resignation effective August 5.

Employer contribution towards SEBB benefits will end **August 31**.

- Complete and provide the C-3 worksheet
- Terminate employee's coverage no earlier than month before coverage ending (**July 1**)
 - SEBB Program will mail the *SEBB Continuation Coverage Election Notice* no later than 14 days after coverage has been terminated
 - Election notice includes enrollment forms
 - Employee can request Continuation Coverage using Benefits 24/7

Retiring Employee

Oliver is an eligible employee at Heights SD. He is retiring and submits his letter of resignation effective June 10. He is enrolling in PEBB Retiree Health Insurance Coverage with an effective of July 1.


Employer contribution towards SEBB benefits will end **June 30**.

- Complete and provide the C-4 worksheet
- Terminate employee's coverage no earlier than month before coverage ending (**May 1**)
- SEBB Program will mail the *SEBB Continuation Coverage Election Notice* no later than 14 days after coverage has been terminated
 - Employee can request Continuation Coverage and PEBB Retiree coverage using Benefits 24/7
- Employee may request a PEBB Retiree Enrollment guide
 - Contact PEBB Customer Service at **1-800-200-1004**

Reminder: 2023 PEBB Retiree Insurance Webinars

Outreach and Training (O&T) is offering PEBB Retiree Insurance webinars.

- Employees can register on the HCA PEBB Retiree website
- Access the 2023 PEBB Retiree Enrollment Guide
 - www.hca.wa.gov/pebb
- Contact PEBB Customer Service at **1-800-200-1004**



The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for "In a crisis?" and "Login". The main navigation bar lists "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The breadcrumb trail shows "Home > Employee and retiree benefits". The main heading is "Employee and retiree benefits". Below this, there are links to "Register for PEBB Medicare listening sessions", "PEBB Medicare retirees: Participate in a virtual public forum", and "Benefits 24/7 to replace PEBB My Account and SEBB My Account". There are three main sections: "Public employees" with an icon of a person at a desk and a button "Explore your PEBB benefits.", "School employees" with an icon of a person at a desk and a button "Explore your SEBB benefits.", and "Retirees" with an icon of a person in a hammock and a button "Explore your retiree benefits.". The "Retirees" section is highlighted with an orange border.



Transferring Scenarios

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?

Changing SEBB Org – Transfer

Lucas is an eligible school employee enrolled in SEBB Benefits at Auburn SD. His last day at Auburn SD will be August 17. He has accepted a new position at Kent SD effective September 3.

Auburn SD- Review the A-5 worksheet.

- Transfer employee with effective date of **August 17**

Kent SD- Review the A-5 worksheet.

- Add as newly eligible subscriber with date of eligibility of **September 3** and claim account
- Complete eligibility reason, hire date, and employee represented field
- Uninterrupted coverage with no new elections (unless plan is no longer available)
- Employee may make new elections during annual OE with coverage effective **January 1**

Changing SEBB Org – Transfer

Chloe is an eligible employee enrolled in SEBB Benefits at Elma SD. Her last day at Elma SD will be June 15. She has accepted a new position at Willow SD effective July 1.

Elma SD- Review the A-5 worksheet.

- Transfer employee with effective date of **June 15**

Willow SD- Review the A-5 worksheet.

- Determined Chloe 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 Elma SD to Willow SD

- No new elections (unless plan is no longer available)

Changing SEBB Org – Transfer not eligible in August

Gabriel was terminated from Shelton SD on July 5. SEBB Benefits will end July 31. He is hired with Lacey SD with his first day of work on August 22 and is determined eligible for the next school year.

Shelton SD- Complete and provide the C-3 worksheet.

- Terminate employee with effective date of **July 5**

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

- May enroll in SEBB Continuation Coverage (**August**) using Benefits 24/7

Lacey SD- Complete and provide the A-1 worksheet.

- Add eligible employee with date of eligibility of August 22
- Coverage is effective **September 1**

Changing SEBB Org – Not a Transfer

Isabella is an eligible employee enrolled in SEBB Benefits at ESD 101. Her last day at ESD 101 will be June 15. She has accepted a new position at Vancouver SD effective July 27.

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

- Terminate employee with effective date of **June 15**

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 ½ hours in 6 of the last 8 weeks in the school year (Not eligible for July & August coverage)
- Anticipated to work 630 hours next school year
 - Enter date of eligibility as first day of work

Benefits 24/7 Transfers Update

Managing Subscribers

- Employee eligibility information
 - Terminate/Transfer subscriber
 - Combined "Terminate / Transfer reason" field
 - Added "Cancel Transfer" button which remains on screen until claimed by another SEBB Org as a valid transfer or the 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* First name* Middle name* SSN*

Smith Willard P 111-11-1212

Suffix Birth date* Sex assigned at birth* Gender identity*

JR, SR 09/25/1968 Male Male

Eligibility reason* Date of Eligibility*

Newly Eligible Member 03/01/2023

Employee monthly gross salary Hire date* Wellness participant:

\$6,000.00 03/01/2023 No

Is this employee represented? Effective start date* Is this employee locally eligible?*

Yes 03/01/2023 Yes* No*

☐ Eligible for PEBB Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason Transfer Date *

Transfer 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 Date *

Transfer 05/16/2023

Submit changes

Cancel transfer

Reminder: Transfers

Benefit Administrators who are **uncertain** if a school employee is eligible for SEBB Benefits at the new SEBB organization should:

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

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

Reminder: Transfers cont.

Employees will have uninterrupted coverage when moving from one SEBB organization to another within the **same month** or a **consecutive month**, if the employee is:

- Eligible for SEBB benefits in the **position they are leaving; and**
- Anticipated to be eligible for SEBB benefits in their **new position**

Employees may need to change their medical plan if they move to a new county.



Worked 630th hour in August Scenarios

Eligible?

Yes, no, yes, no 😊

Works 630th Hour in August

Savanah is an employee at Bremerton SD and was anticipated to only work 550 hours in the school year but reaches 630 hours worked on August 5.

Anticipated to work 630 hours in the next school year.

- Eligible for benefits effective **Sept 1**
- Provide eligibility D-4 worksheet
- Employee may make new elections during annual OE
- Changes are effective **January 1**



Not anticipated to work 630 hours in the next school year

- Does not become eligible for coverage in the new school year
- Eligibility worksheet not required
 - No change in eligibility status
 - Ineligible-Ineligible



Works 630th Hour in August cont.

Savanah is an employee at Bremerton SD and was anticipated to only work 550 hours in the school year but reaches 630 hours worked on August 5.

Two-year lookback

- Worked the past two school years at least 630 hours per year, and
- Is returning to the same type of position(s) and same SEBB organization
 - Presumed eligible for SEBB benefits on **September 1**
 - Complete and provide the D-4 worksheet

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 next school year.



Approved Leave Scenarios

WAC 182-31-110

What options are available if a school employee is approved for the federal Family and Medical Leave Act (FMLA) or the paid family and medical leave program?

From one school year to the next school year.

Approved Leave- FMLA

Victoria is an eligible school employee at Central SD. She is placed on approved FMLA in August. Her approved leave ends October 16.

- Complete and provide the C-1 worksheet

Anticipated to work 630 hours in next school year (2023-2024)

- SEBB Benefits continue uninterrupted, no new elections
- No action taken in Benefits 24/7
- Employee may make new elections during annual OE
- Changes are effective **January 1**

Approved Leave- FMLA/ PFML

Isabella is an eligible school employee at Lakes SD. She is approved for FMLA and PFML in August. Her FMLA lasts until October 30. Her PFML overlaps FMLA for another 4 weeks – ending November 27.

- Complete and provide the C-2 worksheet

Goes on approved LWOP.

- As a result, she is not anticipated to work 630 hours this school year
- Coverage terminates **November 30**
 - When approve PFML ends

Please refer to WAC 192-700-020.



Terminating coverage

WAC 182-31-050

When does eligibility for the employer contribution for school employees benefits board (SEBB) benefits end?

Terminating coverage

When to terminate coverage

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

Employees losing eligibility

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

When eligibility for benefits ends

Employer contribution may end earlier than the end of the school year.

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

- Do not term coverage for employees not working during the summer

If the...	...then eligibility for the employer contribution will end on...
SEBB organization terminates the employment relationship.	The last day of the month in which the employer-initiated termination notice is effective.
School employee terminates the employment relationship.	The last day of the month in which the school employee's resignation is effective.
School employee's work pattern is revised such that the school employee is no longer anticipated to work six-hundred thirty hours during the school year.	The last day of the month in which the change is effective.
School employee returns from approved leave without pay and maintained or established eligibility as described in WAC 182-31-040 (4)(d), who subsequently has a change in work pattern that, had the work pattern been in effect at the start of the school year, would not have resulted in the school employee being anticipated to work the minimum hours to meet SEBB eligibility for the employer contribution in the school year.	The last day of the month in which the change is effective.
Nine-to-ten-month school employee , hired late in the year and eligible for the employer contribution as described in WAC 182-31-040 (4)(c)(i), who subsequently has a change in work pattern such that the school employee is no longer eligible under the criteria described in WAC 182-31-040 (4)(c)(i).	The last day of the month in which the change is effective.
Twelve-month school employee , hired late in the year and eligible for the employer contribution as described in WAC 182-31-040 (4)(c)(ii), who subsequently has a change in work pattern such that the school employee is no longer eligible under the criteria described in WAC 182-31-040 (4)(c)(ii).	The last day of the month in which the change is effective.
School employee hired later in the year and eligible for the employer contribution as described in WAC 182-31-040 (4)(c), who is no longer anticipated to work six hundred thirty hours the next school year.	The last day of the month in which the change in the anticipation occurs.

Benefits 24/7

Terminating subscriber

Search for subscriber

- Eligibility tab
 - Terminate/Transfer subscriber field
 - Enter Termination/Transfer reason
 - Enter Termination effective date

Send O&T secure message using HCA Support to correct errors with termination dates.

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 locally eligible? No

☒ 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

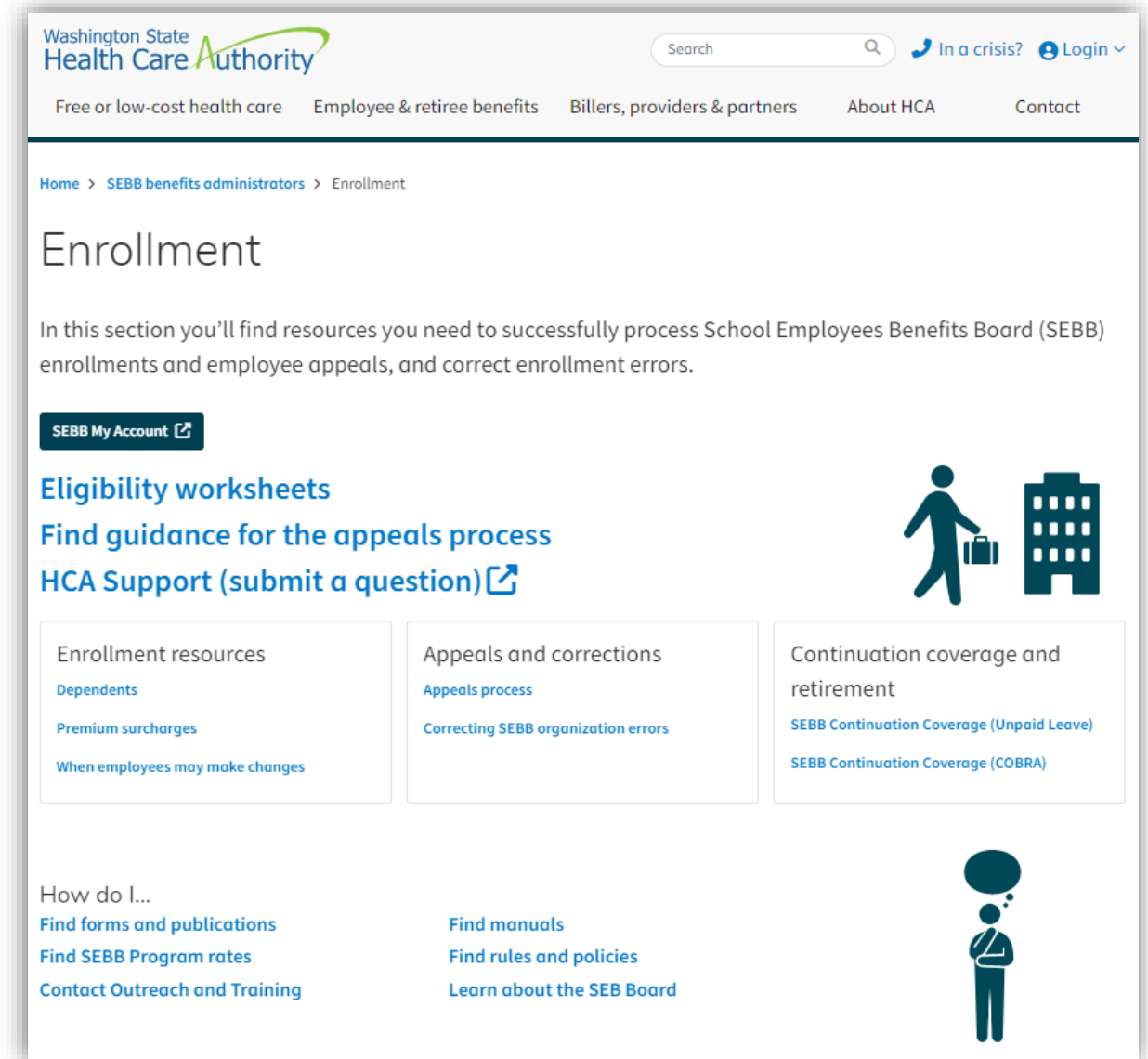


SEBB Changes & Updates

BA webpage update

Enrollment section

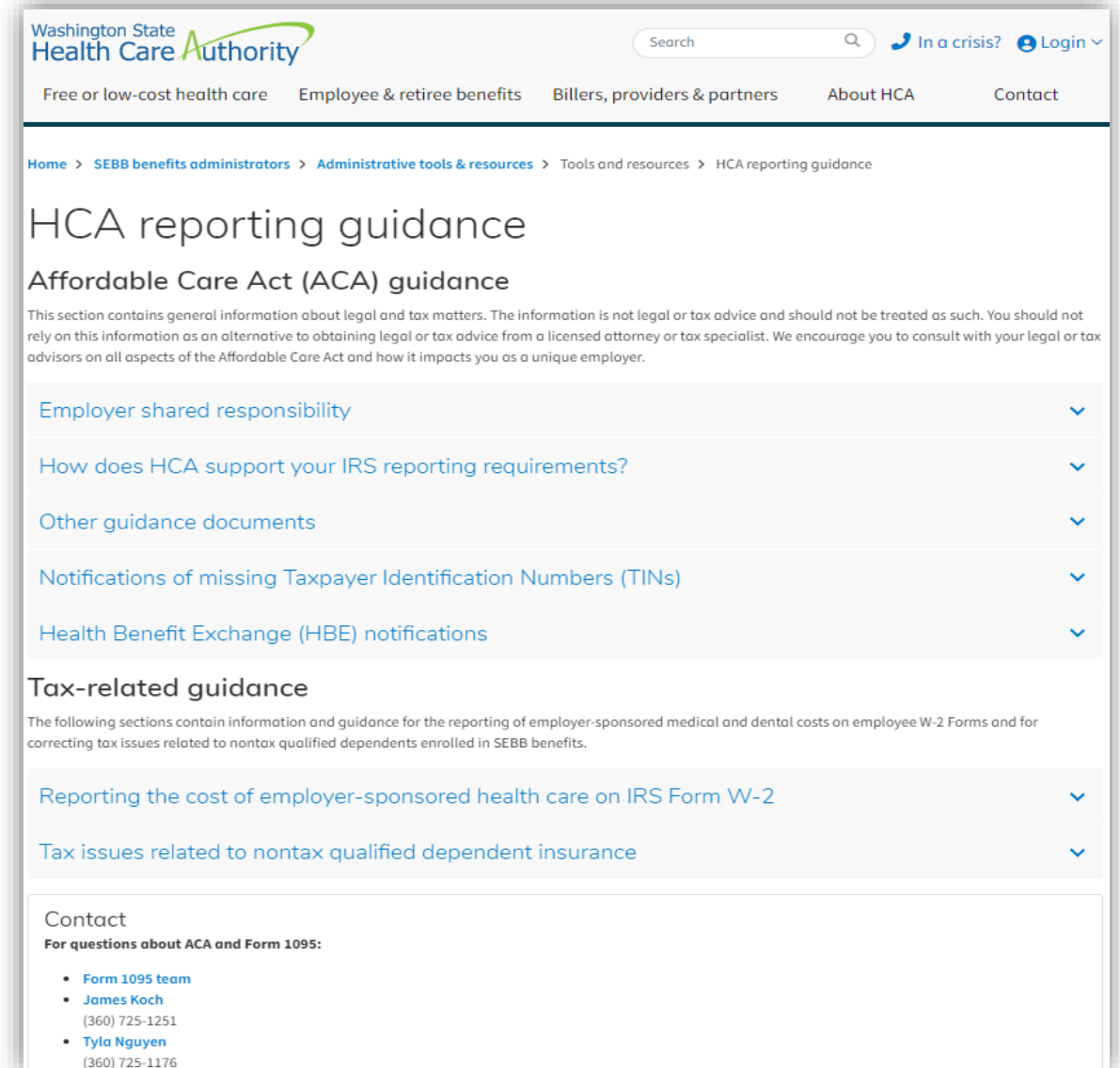
- New webpages
 - Premium surcharges
 - When employees may make changes
 - Correcting SEBB organization errors
 - SEBB Continuation Coverage COBRA
 - SEBB Continuation Coverage (Unpaid Leave)



BA webpage update

Administrative tools & resources section

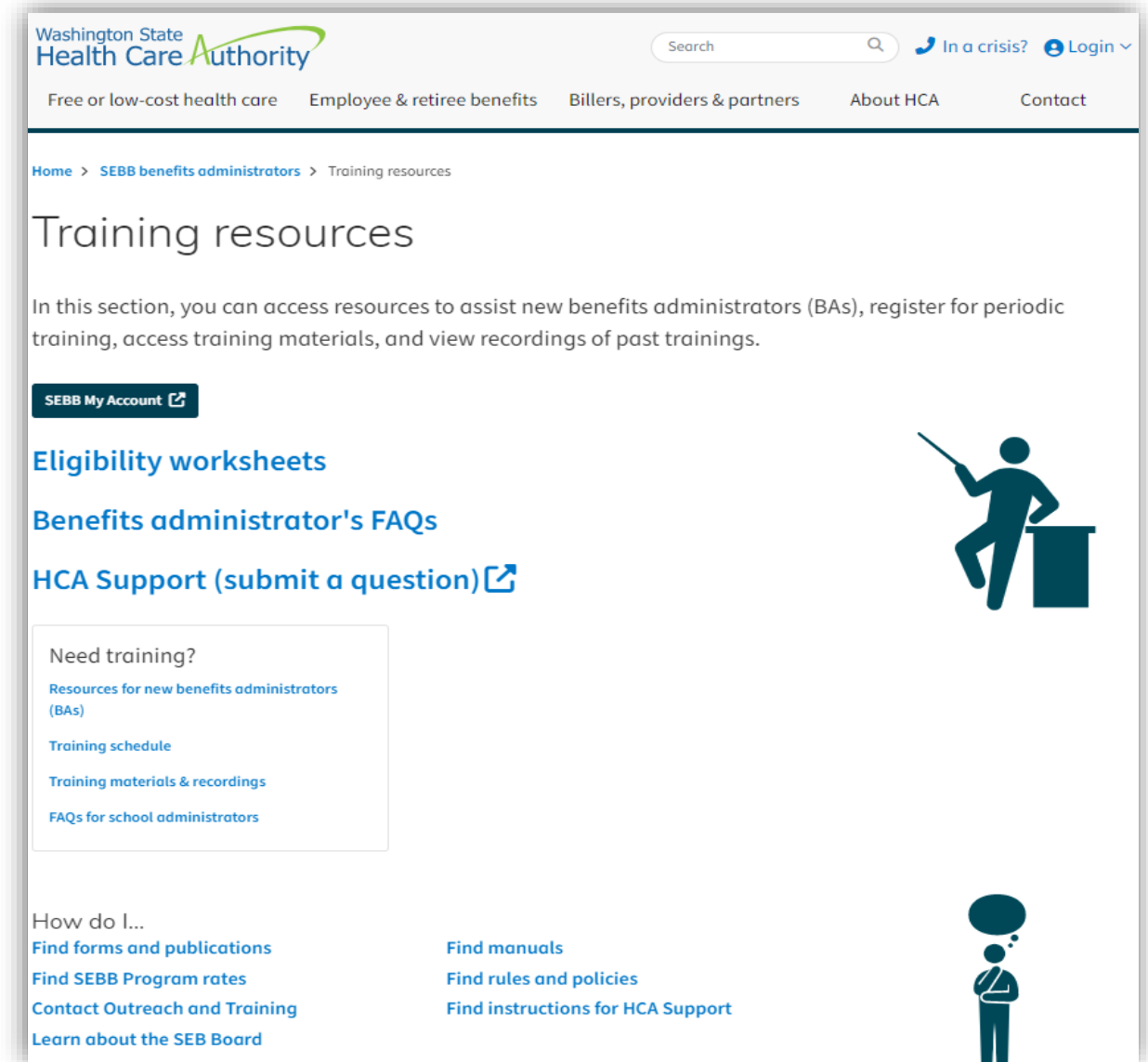
- New webpage
 - HCA reporting guidance webpage
 - Affordable Care Act (ACA) guidance
 - Reporting the cost of employer-sponsored health care on IRS Form W-2
 - Tax issues related to nontax qualified dependent insurance



BA webpage update

Training resources section

- New webpage
 - Resources for new benefits administrators (BAs)





Reminders, Tips & Resources

Benefit Administrator Resources

SEBB BA website

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

Outreach & Training for guidance

- **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 links for 'In a crisis?' and 'Login'. The main navigation bar lists: 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads 'Home > SEBB benefits administrators'. The page title is 'SEBB benefits administrators'. Below the title are three links: 'Eligibility worksheets', 'Forms and Publications', and 'HCA Support (submit a question)' with an external link icon. The page is divided into four sections, each with an icon and a call-to-action button: 1. 'Eligibility' (icon of two people at a table) with the text 'Find eligibility worksheets and other resources you need to successfully determine employee and dependent eligibility for School Employees Benefits Board (SEBB) benefits.' and a button 'Learn about eligibility and find resources.' 2. 'Enrollment' (icon of a person with a briefcase) with the text 'Find resources you need to successfully process School Employees Benefits Board (SEBB) enrollments and appeals, and correct enrollment errors.' and a button 'Learn about the enrollment process.' 3. 'SEBB benefits' (icon of a person with an umbrella) with the text 'The School Employees Benefits Board (SEBB) Program offers a variety of benefits including medical, dental, vision, life and AD&D insurance, LTD insurance, FSAs, and DCAP. Learn about each of the benefits offered by the SEBB Program and your role in administering them.' and a button 'Explore SEBB benefits.' 4. 'Administrative tools and resources' (icon of a person with a wrench) with the text 'Find accounting manuals, SEBB MyAccount manuals and user guides, SEBB Program rates, and other resources to assist you with successfully administering SEBB benefits.' and a button 'Find tools and resources to help you administer benefits.'

SEBB BA Training

Available to all BA's

Send training request using HCA Support

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

Benefits 24/7, BA website and HCA Support application overview

The screenshot displays the Washington State Health Care Authority website. The header includes the organization's name, a search bar, and links for 'In a crisis?' and 'Login'. A navigation bar lists '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 includes links for 'Eligibility worksheets', 'Forms and Publications', and 'HCA Support (submit a question)'. Below these are four sections: 'Eligibility' (with an icon of two people at a desk), 'Enrollment' (with an icon of a person walking with a bag), 'SEBB benefits' (with an icon of a person holding an umbrella), and 'Administrative tools and resources' (with an icon of a person with a wrench). Each section has a brief description and a 'Learn about' or 'Find' button.

Benefit Administrator Inquiry Resource

Added new HCA support portal inquiry subject

- Benefits 24/7 online enrollment system

The screenshot shows a web form titled "Benefits administrator inquiry" with the subtitle "For public and school benefits administrator general questions." Below the title are two links: "Find tools for PEBB benefits administrators" and "Find tools for SEBB benefits administrators". A required field is labeled "Please indicate which program your inquiry is related to" with radio buttons for "PEBB" and "SEBB". Another required field is labeled "What does your inquiry relate to?" and contains a dropdown menu. The dropdown menu is open, showing a search bar and a list of options: "-- None --", "Accounting", "Appeals", "Benefits (medical, dental, vision, life, LTD)", "Benefits 24/7 online enrollment system" (which is highlighted in blue), "Eligibility", "Enrollment", "FSA, DCAP, HSA, Wellness", and "Attachment". At the bottom of the form is an "Upload" button with a plus icon.

Benefits 24/7 launch rescheduled to June

GovDelivery sent on April 26, 2023.

- The launch was scheduled to occur in May 2023 and is now planned for **June 12, 2023**.
- HCA will notify members of the new launch date on SEBB's and PEBB's Benefits 24/7 webpages.

Benefits 24/7 launch rescheduled to June

The launch date for Benefits 24/7, the new combined online enrollment system for the School Employees Benefits Board (SEBB) and Public Employees Benefits Board (PEBB) Programs, has been rescheduled. The launch was scheduled to occur in May 2023 and is now planned for June 12, 2023.

While the content development of the new system has been running on schedule, the Health Care Authority (HCA) wanted to provide more time to ensure the portal's successful launch. HCA reached this decision in consultation with, and the full support of, the Office of the Chief Information Officer (OCIO).

This one-month change provides more time for:

- Additional testing of HCA's migration of PEBB members' data from the current PAY1 enrollment accounting system into Benefits 24/7, to ensure the transition avoids manual entry of subscriber information by PEBB organizations' benefits administrators (BAs).
- HCA to collect names of BAs with approved access to Benefits 24/7 from PEBB and SEBB appointing authorities. (Only 36 percent of PEBB appointing authorities and 25 percent of SEBB appointing authorities have submitted their approved list of BAs to date.)
- Refining of the planned online employee resources that BAs can direct employees to for help navigating Benefits 24/7.

HCA will notify members of the new launch date on [SEBB's](#) and [PEBB's](#) Benefits 24/7 project webpages.

Benefits Administrator Resource

SEBB BA webpage for Benefits 24/7

- Who is Benefits 24/7 for?
- What is changing?
- What is not changing?
- What training is available?
- How will employees be informed about Benefits 24/7?

The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for "In a crisis?" and "Login". The main navigation bar lists "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The breadcrumb trail reads: Home > SEBB benefits administrators > Administrative tools & resources > Tools and resources > Administering SEBB in Benefits 24/7.

Administering SEBB in Benefits 24/7

The Health Care Authority (HCA) is introducing a new online enrollment system called Benefits 24/7. Anticipated to go live on June 12, 2023, Benefits 24/7 will integrate online account access for subscribers from the School Employees Benefits Board (SEBB) and Public Employees Benefits Board (PEBB) Programs into one platform to allow for streamlined support and maintenance. This modernized web-based enrollment system will have a new look and expanded capabilities, providing self-service options for members, and will be used by benefits administrators (BAs).

On this page

- [Who is Benefits 24/7 for?](#)
- [What is changing?](#)
- [What is not changing?](#)
- [What training is available?](#)
- [How will employees be informed about Benefits 24/7?](#)

Who is Benefits 24/7 for?

The new enrollment system will support PEBB and SEBB subscribers and benefits administrators (BAs).

What is changing?

Employers

In addition to functions currently available through SEBB My Account, BAs will be able to:

- Report the first day of school easier.
- View employee's enrollment history including, enrollments, special open enrollment requests, attestations, documents, dependent details, and login history.
- View wellness program participants.

Employees

School employees will be able to use Benefits 24/7 to:

- Request to enroll in or defer in PEBB retiree coverage.
- Request to enroll in SEBB Continuation Coverage.
- Make plan changes during open enrollment.

Employee Communication

SEBB Intercom newsletter

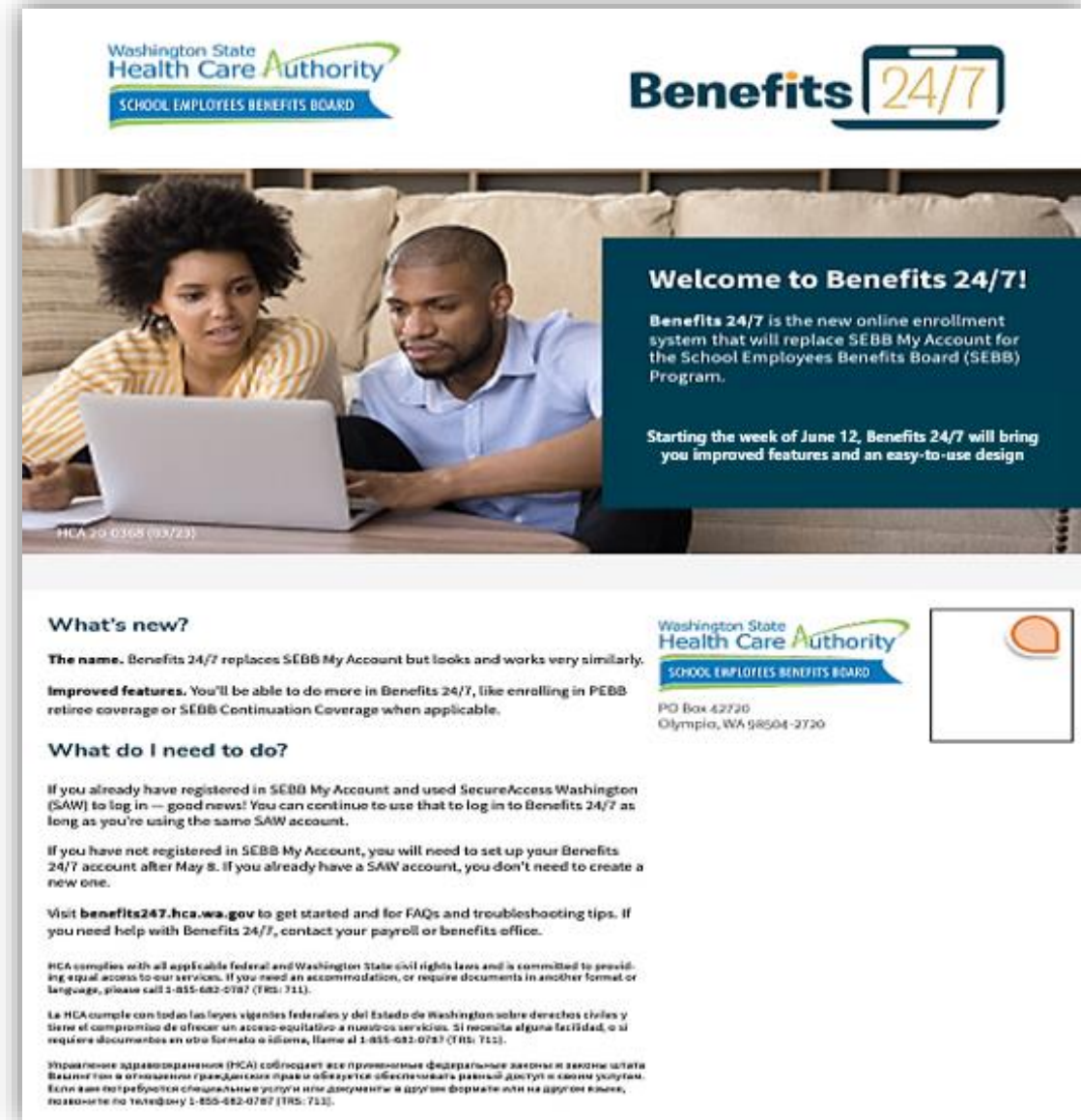
Employees can also find information:

- May edition of the SEBB Intercom Newsletter to be mailed/ emailed on May 26, 2023
 - Benefits 24/7 information
 - Request for PEBB Retiree coverage or SEBB Continuation coverage



Employee Communications

- School employee Benefits 24/7 post card to be mailed on June 5, 2023
- Benefits 24/7 Article in the May edition of the SEBB Intercom Newsletter to be mailed/ emailed
- “How to use Benefits 24/7” quick reference guide- Coming soon
- SEBB Continuation Coverage Benefits 24/7 quick start guide- Coming soon



The graphic is a postcard for the Washington State Health Care Authority's School Employees Benefits Board (SEBB). It features a photo of a man and a woman looking at a laptop. The text is in English and Spanish, providing information about the new Benefits 24/7 system. The top right corner has the 'Benefits 24/7' logo. The bottom right corner has the SEBB logo and contact information.

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

Benefits 24/7

Welcome to Benefits 24/7!

Benefits 24/7 is the new online enrollment system that will replace SEBB My Account for the School Employees Benefits Board (SEBB) Program.

Starting the week of June 12, Benefits 24/7 will bring you improved features and an easy-to-use design

HCA 24-0368 (03/23)

What's new?

The name. Benefits 24/7 replaces SEBB My Account but looks and works very similarly.

Improved features. You'll be able to do more in Benefits 24/7, like enrolling in SEBB retiree coverage or SEBB Continuation Coverage when applicable.

What do I need to do?

If you already have registered in SEBB My Account and used SecureAccess Washington (SAW) to log in — good news! You can continue to use that to log in to Benefits 24/7 as long as you're using the same SAW account.

If you have not registered in SEBB My Account, you will need to set up your Benefits 24/7 account after May 8. If you already have a SAW account, you don't need to create a new one.

Visit benefits247.hca.wa.gov to get started and for FAQs and troubleshooting tips. If you need help with Benefits 24/7, contact your payroll or benefits office.

HCA complies with all applicable federal and Washington State civil rights laws and is committed to providing equal access to our services. If you need an accommodation, or require documents in another format or language, please call 1-855-682-0787 (TTS: 711).

La HCA cumple con todas las leyes vigentes federales y del Estado de Washington sobre derechos civiles y tiene el compromiso de ofrecer un acceso equitativo a nuestros servicios. Si necesita alguna facilidad, o si requiere documentos en otro formato o idioma, llame al 1-855-682-0787 (TTS: 711).

Управление здравоохранения (HCA) соблюдает все применимые федеральные законы и законы штата Вашингтон в отношении гражданских прав и обязуется обеспечивать равный доступ к своим услугам. Если вам потребуются специальные услуги или документы в другом формате или на другом языке, позвоните по телефону 1-855-682-0787 (TTS: 711).

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

PG Box 42730
Olympia, WA 98504-2730

Upcoming Webinars



June 23: SEBB Benefits 24/7 Post Go Live

August 4: SEBB Preparing for the start of the new school year

TBD: 2023 SEBB Pre-Annual Open Enrollment (OE)

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 greatly appreciate your feedback.

Thank you for participating!

