



2023-24 SEBB



Open Enrollment

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Getting Started

Tips and Tricks for a successful open enrollment

Be sure to plan for Tech issues



Google Chrome

- ▶ Use Google Chrome as your browser
- ▶ Set aside **30-60 minutes** to complete Open Enrollment
 - ▶ Make sure you have time to do plan and benefits research for any changes you need.
- ▶ Don't wait until the last minute! **The SEBB cannot grant extensions for system/network outages or missing deadlines.**
 - ▶ Plan to verify and submit well in advance of the November 20 deadline.
- ▶ Links to the resources, including a copy of this presentation will be shared at the end.

2024 Highlights

▶ Payroll & Benefits Website <https://www.spokaneschools.org/sebb>

- ▶ Newsletters and updates from the SEBB
- ▶ Links accessible from work or home 24/7

Spokane Public Schools ▶ About ▶ Departments ▶ Finance & Business Services

Annual Open Enrollment

⚠ SEBB Open Enrollment: Oct. 30-Nov. 20

Premium Surcharges: You May Need to Reattest

Even if you do not make plan changes, if your spouse or state-registered domestic partner (SRDP) is covered or reattest to the spouse or SRDP coverage premium surcharge each year during annual open enrollment. To learn more, click on **Premium surcharges**.

Have a Flexible Spending Arrangement (FSA) or want to enroll in a FSA?

Flexible Spending Arrangements (FSAs) allow you to set aside pretax money from your paycheck to pay for out-



ⓘ Premiums for some plans are increasing significantly for 2024. You should check your current medical, dental, and vision plans for benefit and premium changes. If you do not want to change plans, and they are still available in your county for next year, you do not need to do anything to stay enrolled in the same plans.

▶ Virtual and Recorded Open enrollment webinars

Virtual benefits fair (SEBB)

A **virtual benefits fair** is a way to learn about your benefit options through an online experience — and it's available anytime, day or night.

Visit and explore to learn more about all the benefits available. You will find links to videos, webinars, downloadable content, provider searches, and other information to help you choose the right benefits for you and your dependents. Use your computer, tablet, or smartphone to explore at your own pace.

Other partner benefits

Washington 529 College Savings Plans

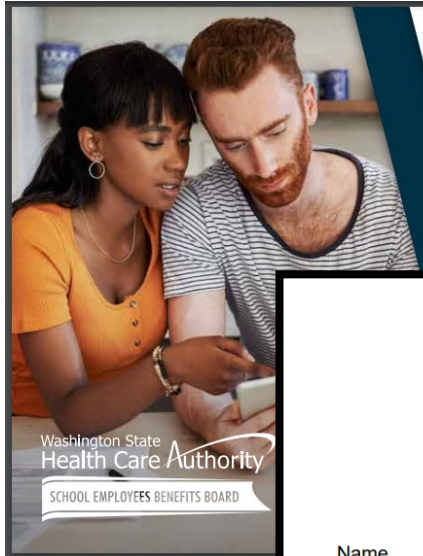
Medical insurance

- KAISER PERMANENTE® Northwest**
Kaiser Permanente Northwest
- KAISER PERMANENTE® Washington**
Kaiser Permanente of Washington
- KAISER PERMANENTE® Washington Options**
Kaiser Permanente of Washington Options
- Regence**
Standard PPO
High PPO
HMO
Designed just for you
- Uniform Medical Plan**
- Premiera Blue Cross**

- ▶ Kaiser Permanente, Premera, and the Uniform Medical Plan are hosting plan-specific open enrollment webinars. Register and watch at the SEBB OE website <https://www.hca.wa.gov/employee-retiree-benefits/open-enrollment-webinars-sebb>

SEBB Notices


! Accidentally tossed these important notices? Links to all the SEBBS mailings are available on our website.



Big changes are coming in 2024

Pay extra attention during the School Employees Benefits Board (SEBB) Program's open enrollment

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD



Washington State Health Care Authority
School Employees Benefits Board
PO Box 42720 • Olympia, Washington 98504-2720
hca.wa.gov/sebb

October 4, 2023

Name
Address
City, St ZIP

Your medical plan may cost more in 2024. You can make changes during annual open enrollment, October 30 through November 20, 2023.

Lea este mensaje en español: hca.wa.gov/oe-let

Dear Subscriber:

The SEBB Program's annual open enrollment is October 30 through November 20, 2023. This is the time to make changes to your health plan coverage for 2024. Some plans will have significant monthly premium increases next year. We encourage you to review your current health plan enrollment and the changes coming for 2024. Your health plans will continue to meet your health care needs and fit your budget.

How much are the premiums increasing?
The increases vary depending on your member type. Compared to 2023, some plans will have significant monthly premium increases next year.



Big changes are coming in 2024

Pay extra attention during the School Employees Benefits Board (SEBB) Program's open enrollment, **October 30–November 20, 2023.** There are important plan changes ahead, and **most plans are increasing their premiums.**

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

HCA 20-0375 (10/23)



iINTERCOM

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 plans.

! Premiums for some plans are increasing significantly for 2024. You should check your current medical, dental, and vision plans for benefit and premium changes. If you do not want to change plans, and they are still available in your county for next year, you do not need to do anything for 2024.



Accessing SEBB My Account

How to get logged in and make changes to
your benefits.

Logging in to SEBB My Account

From SPS Payroll & Benefits Site

▶ <https://www.spokaneschools.org/sebb>

▶ Select SEBB My Account Login

◦ SEBB My Account Login ←

Log into SEBB My Account to view your coverage and premium surcharge information. If you are currently working with SEBB My Account, visit the HCA [Help with SEBB My Account](#) webpage.

▶ Select Log into SEBB My Account

School Employees Benefits Board - Login

Log into SEBB My Account to view your coverage and premium surcharge information, get your statement of insurance, and more. If you are currently working with SEBB My Account, visit our [Help with SEBB My Account](#) webpage.

Employee/Subscriber login

Log into SEBB My Account ←

Admin User? [Log in here](#)

Manage SEBB benefits for your organization

HCA Employee? [Log in here](#)

Actions you can take during open enrollment (some restrictions apply)

- Make changes to your SEBB benefits
- Attest to the spouse or state-registered domestic partner
- Waive medical coverage for yourself or return from a previous waiver
- Add dependents. You must provide proof of your relationship to the health plans you want them enrolled on even if you are not currently enrolled.
- Remove dependents
- Reduce or decline employee-paid long-term disability

Actions you can take using SEBB My Account

- View your medical, dental, and vision coverage information
- Download your statement of insurance
- View your employer-paid basic life and basic AD&D
- Reduce or decline employee-paid long-term disability

From the Health Care Authority (HCA) Site

▶ <https://www.hca.wa.gov/>

▶ Select SEBB My Account

Washington State Health Care Authority

Search In a crisis? Login

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

Apple Health accounts
PEBB My Account
SEBB My Account
ProviderOne
HCA employees
Remote access for vendors

PEBB and SEBB members need to log in for open enrollment.
What you need to know.

Employee/Subscriber login with SAW security authentication

- ▶ Your SAW username and password are unique to you, and SPS does not have access to that information.

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

SEBB Home About HCA Contact SEBB

School Employees Benefits Board - Login

Log into SEBB My Account to view your coverage and premium information. For more information, visit our [Help with SEBB My Account](#) webpage.

Employee/Subscriber login

[Log into SEBB My Account](#)

Admin User? [Log in here](#)
Manage SEBB benefits for your organization

HCA Employee? [Log in here](#)

Contact SEBB Accessibility
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SEBB My Account

WELCOME

to your login for Washington state.

SecureAccess Washington SIGN UP! GET HELP TIPS

LOGIN

USERNAME

PASSWORD

[SUBMIT](#)

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF
WASHINGTON STATE AGENCIES

- ▶ Please use the [Forgot your username?](#) and [Forgot your password?](#) Links to reset your account if needed.

Open Enrollment Dashboard

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

SEBB Home About HCA Contact SEBB Sign Out

Dashboard Manage Dependents Special Open Enrollment Profile Document Upload Premium Surcharge Attestations Supplemental Coverage Coverage Summary

Open Enrollment Notice

Open enrollment in 2023 is October 31 through November 21, 2022. If you want to keep your same health plans and they are still available in your area, no action is needed. However, if you cover a spouse or state-registered domestic partner (SRDP), you may need to reattest to the spouse or SRDP coverage premium surcharge. If you want or need to change your health plans, please select [Review/Change your 2023 enrollment](#).

- 1 Add or Remove Dependents
- 2 Submit documentation for **Upload BEFORE Open Enrollment Ends on 11/20**
- 3 Make attestations
- 4 Make Plan Elections
- 5 Elect Supplemental Coverage

To stay up-to-date on the latest news, please ensure to keep your email address current in your account **profile**.

SPOKANE PUBLIC SCHOOLS 081 Subscriber Dashboard

Welcome, [Name]

Manage dependents Coverage elections

▶ Pay careful attention to the screen navigation.

▶ If you need to add or remove dependents, you'll need to complete that portion **and** upload supporting documentation before you move onto attestations and plan elections.

Uploading Dependent Verification

Adding new dependents (spouse and/or child):

- ▶ You must provide verification documents when you add dependents to your medical, dental, and/or vision coverage. **The verification documents must be uploaded into SEBB My Account no later than the last day of open enrollment, November 20th 11:59pm.**

The screenshot shows the 'Document upload' section of the SEBB My Account interface. It includes eligibility guidelines, special open enrollment rules, and a list of accepted documents. A green box highlights the 'Valid Dependent Verification Documents' list, which includes: Most recent year's Tax Return (spouse and/or children), Marriage Certificate (evidence the marriage is still valid within 12 months (spouse)), Birth Certificate, and Decree of Adoption. A green arrow points to the 'Select Files' button at the bottom left. Another green arrow points to the 'Select Depn' dropdown menu in the 'Associate documents' section, which is currently set to 'Mary Cool - Pending'. A third green arrow points to the 'Select Doc' dropdown menu, which is currently set to 'Tax Return'. The 'Upload document' button is highlighted in green at the bottom right.

Document upload

Eligibility document guidelines

All dependents must be verified (i.e. submit valid dependent verification) when added to an employer's medical, dental, and/or vision coverage. An employee must submit valid dependent verification to their payroll or benefit office, or uploaded into SEBB My Account.

Newly eligible employees: 31 days after the date of eligibility.
Special open enrollment: 60 days after the date of qualifying event.
Annual open enrollment: No later than the last date of annual open enrollment.

An eligible dependent is defined in WAC 182-31-140.

[Accepted dependent verification documents](#)

[Certification of dependent with a disability](#) (follow form instructions, do not upload to SEBB My Account)
[Extended dependent certification](#)

All documents must be submitted in English. Documents written in a foreign language must be accompanied by a notary public seal.

Special open enrollment document guidelines

Valid supporting documentation for life change events must be submitted before the enrollment closing date.

You must provide proof of the event that created the special open enrollment (for example, a marriage certificate, birth certificate, or divorce decree) to your payroll or benefits office, or in SEBB My Account, no later than 60 days after the event. Please refer to [SEBB Administrative policy 45-2](#) and [addendum 45-2A](#) for more information.

Allowed file types: pdf, jpg, jpeg, png
Maximum file size: 6mb

Valid Dependent Verification Documents:

- Most recent year's Tax Return (spouse and/or children)
- Marriage Certificate (evidence the marriage is still valid within 12 months (spouse))
- Birth Certificate
- Decree of Adoption

Associate documents

Aura Avaya Voicemail Setup.pdf Document type: Tax Return

Verification applicable to: Mary Cool - Pending

Select Files

Select Depn

Select Doc

Surcharges

▶ Tobacco use premium surcharge

A monthly \$25 premium surcharge per account if you or a dependent (age 13 and older) enrolled on your SEBB medical plan uses a tobacco product.

▶ Spouse or state-registered domestic partner coverage premium surcharge

A monthly \$50 premium surcharge if you have a spouse or state-registered domestic partner enrolled on your SEBB medical plan, and they have elected not to enroll in their employer-based group medical insurance.

▶ **What happens if I do not attest?** You will be charged the \$25 or \$50 (or both!) premium surcharges in addition to your monthly medical premium.

▶ **Do I need to attest every year?** If you will cover your spouse or SRDP on your medical coverage for the next plan year, you may need to attest to the surcharge during open enrollment. **You will get a letter from the SEBB Program if you need to attest.**

▶ **When can I report a change*?** You can **only** report a change to the Spouse/SRDP surcharge in the following situations:

- **During open enrollment.**
- **Within 60 days of a change** in your spouse's or SRDP's employer-based group medical insurance.

***Tobacco surcharge can be updated by the employee at any time in SEBB My Account**

Surcharge Attestations

Tobacco Use:

- ▶ You must attest to whether you and all dependents, 13 years of age or older, you are enrolling under your coverage have used tobacco products within the last two months.

Spouse/SRDP Coverage Premium:

- ▶ You need to attest to this surcharge if you are enrolling your spouse or state-registered domestic partner on your SEBB medical coverage.


The screenshot displays the SEBB portal interface with several key sections:

- Navigation Bar:** Dashboard, Manage Dependents, Special Open Enrollment, Profile, Document Upload, Premium Surcharge Attestations, Supplemental Coverage, Coverage Summary, and Why F.
- Newly Eligible Section:**
 - Premium surcharge attestations:** Includes a link for [Additional information on surcharges](#).
 - Tobacco use premium surcharge:** Includes a link for [Learn about this surcharge](#) and a note: "Enrolled family members ages 12 and younger are automatically default member uses, or begins using, tobacco products."
- Table of Attestations:**

Member name	Response	All NO?	Date started tobacco use
Joe Cool	Yes	<input type="checkbox"/>	mm/dd/yyyy
Mary Cool	Yes	<input type="checkbox"/>	mm/dd/yyyy
- Confirmation Alerts:** Two "Attestation change alert" boxes with "Ok" buttons. The first states: "Based on your current attestations, you will NOT pay the \$25 tobacco use surcharge." The second states: "Based on your current attestations, you will NOT pay the \$50 spousal surcharge."
- Spouse/SRDP Coverage Premium Section:** Contains a list of questions with checkboxes for "Yes" or "No", such as "Employees Benefits Board (SEBB) medical plan under your account in 2020?" and "Spouse through their employer in 2020?".
- Disclaimer and Privacy Notice:** A yellow box containing a declaration of truth and HCA's privacy notice.
- Buttons:** "Continue" and "Clear changes" buttons are visible at the bottom.

Green arrows point to the tobacco use table and the disclaimer box. An orange arrow points to the "Premium Surcharge Attestations" menu item.

Confirm Elections

- ▶ At the end of each page where changes are recorded, there will be a  button.

This is the only way your changes will be saved!

Subscriber and dependents enrollment (Effective January 1, 2022)

Enroll dependents for the upcoming plan year. Select Yes from the drop-down next to the dependent in the same plans as you.

Member Name	Enroll in MEDICAL coverage	Enroll in V
	Yes	Yes
	Yes	Yes
	Yes	Yes
	Yes	Yes
	Yes	Yes


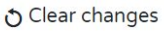
You must continue below in order to save changes.

LEGAL NOTICE

By selecting the **Submit** button below:

- I declare that the information I have provided is true, complete, and correct. If it isn't, or if I do not provide timely, updated information, I will be charged.
- I declare that one (or more) of the circumstances described above occurred that requires me to change my attestation to the tobacco use and/or spouse or domestic partner coverage premium surcharge, and that I'm reporting it within the SEBB Program's deadlines.
- I am replacing all Premium Surcharge Attestation Change forms, and electronic surcharge attestations previously submitted.
- A change that results in a premium surcharge will begin the first day of the month following the status change (the date you or your dependents started that day is the first of the month, the change to the surcharge begins on that day).
- A change that results in removing the premium surcharge (you or your dependents stopped using tobacco products, enrolled in your SEBB medical plan program if age 18 or older, or have accessed information and resources at Smokefree Teen if age 13 to 17) will begin the first day of the month following that day is the first day of the month, the change to the surcharge begins on that day.


HCA's privacy notice: We will keep your information private as allowed by law. See our [privacy notice](#).

To calculate your monthly LTD premium yourself, please use the formula below.

Your monthly insured earnings (not to exceed \$16,667) x Age Rate = Monthly Premium.

To learn more about LTD benefits, visit the [Long-term disability webpage](#).



Elections Complete!

Download confirmation of changes

Download this 2-page summary to confirm you've saved your changes.

Download a summary of coverage elections

Download



Return to coverage elections

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD SUMMARY OF COVERAGE ELECTIONS

THIS IS A SUMMARY OF YOUR COVERAGE ELECTIONS WITH THE HEALTH CARE AUTHORITY. THIS IS NOT A STATEMENT OF INSURANCE. CHANGES TO ELECTIONS CAN BE MADE THROUGH SEBB MY ACCOUNT DURING OPEN ENROLLMENT OR OTHER QUALIFYING EVENT.

MEMBER NAME

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD SUMMARY OF COVERAGE ELECTIONS

THIS IS A SUMMARY OF YOUR COVERAGE ELECTIONS WITH THE HEALTH CARE AUTHORITY. THIS IS NOT A STATEMENT OF INSURANCE. CHANGES TO ELECTIONS CAN BE MADE THROUGH SEBB MY ACCOUNT DURING OPEN ENROLLMENT OR OTHER QUALIFYING EVENT.

HCA LIFE INSURANCE COVERAGE

ALL LIFE INSURANCE IS ADMINISTERED BY METLIFE. IF YOU HAVE QUESTIONS ABOUT YOUR COVERAGE, CONTACT METLIFE AT 1-833-854-9624.

EMPLOYER-PAID COVERAGES

\$35,000.00	Life MetLife
\$5,000.00	AD&D Employee AD&D

OPTIONAL COVERAGES

PLEASE VISIT METLIFE AT mybenefits.metlife.com/wasebb TO VIEW YOUR OPTIONAL INSURANCE ELECTIONS, OR CALL METLIFE AT 1-833-854-9624.

HCA LONGTERM DISABILITY INSURANCE COVERAGE

EMPLOYER-PAID LTD
EMPLOYEE-PAID LTD: 60% DEFAULT PLAN RATE

SEBB Resources

How to find more information



Open Enrollment Member Checklist

OE Employee Checklist

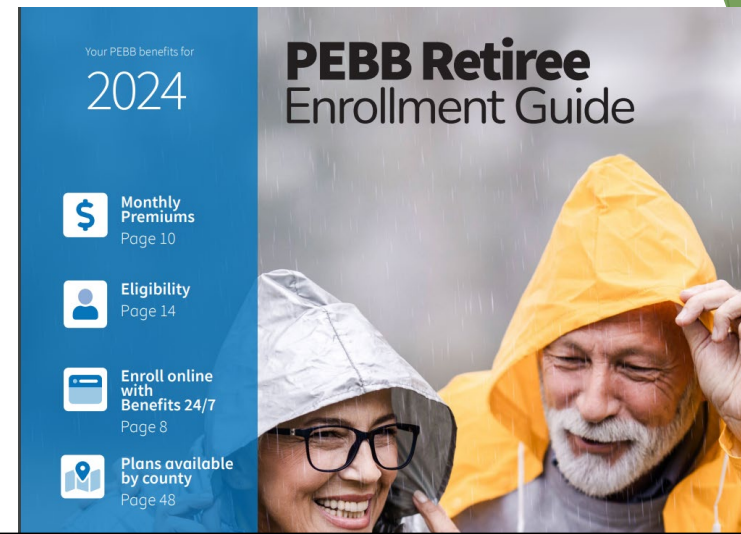
- ✓ Log in to SEBB My Account to ensure account information is current, such as home address
- ✓ Consider signing up for email communications
- ✓ Prepare a list of questions to ask plans
- ✓ Make a list of prescriptions to research coverage for potential plan changes
- ✓ Review the significant changes this year in premiums and benefits for many plans
- ✓ Read open enrollment materials (newsletters and website).

OE Employee Checklist

- ✓ Change plans (or waive coverage) if applicable
- ✓ Add or drop dependents
- ✓ Attest to surcharges
- ✓ Elect Flexible Spending Account (FSA) or Limited Purpose FSA/Dependent Care Assistance Program (DCAP)
- ✓ Complete SmartHealth incentive
- ✓ Review Life and Long-Term Disability (LTD) coverage
- ✓ Designate beneficiaries

Retiring soon and have questions about PEBB?

- ▶ Check out the [2024 PEBB Retiree Enrollment Guide](#)
- ▶ Register for a [monthly retirement webinar](#) that walks through eligibility, the enrollment process, and explains what benefits are available.
- ▶ More information can be found at the [HCA's PEBB website](#).
- ▶ House Bill 1008:
Effective January 1, 2024, DRS Plan 2 subscribers are not required to begin receiving a monthly pension benefit to be eligible for PEBB



Home > Employee and retiree benefits > Retirees > Attend a retirement webinar

Attend a retirement webinar

Join us for an overview of retiree health insurance available through the Public Employees Benefits Board (PEBB) including eligibility criteria, medical and dental plans available, monthly premiums, and how to enroll.

Upcoming webinars

The webinars listed below are specifically for employees who work at state agencies who have Public Employees Benefits Board (PEBB) benefits and employees who work for charter schools who have School Employees Benefits Board (SEBB) benefits.

The webinar is an introduction to PEBB retiree insurance coverage. For questions send us a [secure message](#).

The webinars are hosted using Zoom.

- October 11
5:30 to 7 p.m.
[Register for October 11](#)
- December 13
5 to 6:30 p.m.
[Register for December 13](#)

Related forms and publications

- [Retiree Enrollment Guide 2023](#)
- [Retiree Monthly Premiums 2023](#)

Search

Home > Employee and retiree benefits > Retirees

Retirees

As a retiree, your PEBB benefits include medical (including vision) and dental benefits available to you and learn how to enroll and manage your benefits.

Are you preparing to retire? We offer [monthly retirement webinars](#) to help you understand what benefits are available.

[PEBB My Account](#)

[Retiree open enrollment](#)

[In-person benefits fairs \(PEBB\)](#)

[October For Your Benefit newsletter](#)

Find benefits

- [Medical plans & benefits \(including vision\)](#)
- [Dental plans & benefits](#)
- [Benefits while traveling](#)
- [Find a PEBB plan provider](#)
- [Life, home & auto benefits](#)
- [PEBB wellness programs](#)

Reminder! These items have changed in 2024



! Premiums for some plans are increasing significantly for 2024. You should check your current medical, dental, and vision plans for benefit and premium changes. If you do not want to change plans, and they are still available in your county for next year, you do not need to do anything to stay enrolled in the same plans.



▶ Premium Changes

- ▶ Even if you do not change your Medical coverage **your premiums will change**. Visit the SEBB Medical plan premiums page for more detail.

▶ Premium Surcharges: You May Need to re-attest

- ▶ Even if you do not make changes, if your spouse or state-registered domestic partner is covered on your SEBB benefits, you may be **required to re-attest** to the spouse or SRDP coverage premium surcharge each year during annual open enrollment.
- ▶ The HCA sends notices to all employees required to re-attest.

▶ FSA Medical & FSA Dependent Care

- ▶ Require re-enrollment every year
- ▶ Enroll on-line only

SEBB Open Enrollment Resources

- ▶ [SEBB My Account User Guide](#)
- ▶ [SEBB Open Enrollment Resource Page](#)
 - ▶ Benefits and plan changes
 - ▶ Premiums
 - ▶ Plan comparisons
 - ▶ Fairs, newsletters, and webinars
- ▶ [Spokane Public Schools Open Enrollment Page](#)
 - ▶ 2024 Changes to be aware of
 - ▶ Open enrollment resources
 - ▶ SEBB Messages for Employees
- ▶ [SEBB My Account Login](#) (direct link to login page)

A copy of this presentation will be sent to all attendees, the links above are accessible within the presentation document.

Payroll & Benefits Team Contacts

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[SPS Payroll & Benefits Website](#)

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