

PEBB Benefit Eligibility

Worksheet E-2 - *Dependents with Disabilities* (age 26 or older) **and Extended Dependents**

- This is an informational worksheet for employee's seeking insurance coverage for dependents with disabilities, age 26 or older and extended dependents. (See Worksheet E-1 for all other dependents.)
- Dependents will be certified by PEBB prior to being added to the employee's account.
- Share this worksheet with the employee

Eligible Dependents that Require Certification by PEBB (WAC 182-12-260)

Dependents with Disabilities (age 26 or older)

Children of any age with disabilities, mental illness, or intellectual or other developmental disabilities who are incapable of self-support, provided such condition occurred before age 26. The subscriber must provide evidence that the condition occurred before age 26.

Extended Dependents

Dependents in the legal custody or legal guardianship of the subscriber, the subscriber's spouse, or subscriber's state-registered domestic partner. Legal responsibility is demonstrated by a valid court order and the child's official residence with the custodian or guardian.

Note: "Children" does not include foster children for whom support payments are made to the subscriber through the state Department of Social and Health Services Foster Care Program.

Steps to Add a Dependent with Disabilities, age 26 or older (WAC 182-12-262)

1. Enter the required information regarding your dependent on the *Employee Enrollment/Change Form*
2. Complete the Subscriber and Dependent sections of the *Certification of Dependents with Disabilities* form.
 - Forms are available on the PEBB website: www.pebb.hca.wa.gov/forms.html or from your personnel, payroll, benefits, or HR office.
3. Your doctor must complete the Physician section of the form.
4. Submit the completed *Employee Enrollment/Change Form* and the *Certification of Dependent with Disabilities* form to your personnel, payroll, benefits, or HR office within the deadlines below.
 - a. **When first become eligible for benefits:** No later than 31 days after you become eligible for PEBB benefits under WAC 182-12-114. Coverage begins on the employees effective date.
 - b. **During annual open enrollment:** No later than the last day of annual open enrollment. Coverage begins on on January 1 of the following year.
 - c. **During a special open enrollment:** No later than 60 days after the event occurs. Coverage begins the first day of the month following certification.
5. Your employer will:
 - a. Create a record of your application for your dependent in the PEBB insurance system.
 - b. Forward the enrollment form and certification form to PEBB.
6. PEBB will review the certification form and designate a temporary or permanent certification.
 - a. If the certification is "temporary" the dependent is certified for one year. Medical information and eligibility will be required every year in order to re-certify the dependent's status.
 - b. If the certification is "permanent" medical information will not be required again; however, eligibility information will be reviewed periodically to re-certify the dependent's eligibility status.

Note: Depending on circumstances, PEBB may request valid dependent verification documents.

Steps to Add an Extended Dependent (WAC 182-12-262)

1. Enter the required information regarding your dependent on the *Employee Enrollment/Change Form*
2. Complete the *Extended Dependent Certification* form.
 - *Forms are available on the PEBB website: www.pebb.hca.wa.gov/forms.html or from your personnel, payroll, benefits, or HR office.*
3. Submit the completed *Employee Enrollment/Change Form*, *Extended Dependent Certification* form, and a copy of the court order to your personnel, payroll, benefits, or HR office within the deadlines below.
 - a. **When first become eligible for benefits:** No later than 31 days after you become eligible for PEBB benefits under WAC 182-12-114. Coverage begins on the employees effective date.
 - b. **During annual open enrollment:** No later than the last day of annual open enrollment. Coverage begins on on January 1 of the following year.
 - c. **During a special open enrollment:** No later than 60 days after the event occurs. Coverage begins the first day of the month following certification.
5. Your employer will:
 - a. Create a record of your application for your dependent in the PEBB insurance system.
 - b. Forward the enrollment form, certification form, and proof of legal custody to PEBB.
6. PEBB will review the documents for certification.
 - a. The dependent will be certified for 12 months unless the the court order stipulates a specific date or the dependent is within 12 months of becoming age 26.
 - *Forms are available on the PEBB website: www.pebb.hca.wa.gov/forms.html or from your personnel, payroll, benefits, or HR office.*

Options if your Dependent is Denied Enrollment in PEBB Insurance Coverage

Appeals Rights: Any employee or dependent aggrieved by a decision made by the PEBB program with regard to public employee benefits eligibility or enrollment may appeal that decision to PEBB by the process described in WAC 182-16-032. Appeals forms are available on the PEBB website at:

www.pebb.hca.wa.gov/appeals.html

Annual or Special Open Enrollment: If you missed the enrollment deadline you may enroll your dependent during the next annual open enrollment or during a special open enrollment if a special open enrollment event occurs. (WAC 182-08-198 and WAC 182-12-262)

Washington Health Plan: Your dependent may be eligible for the Washington Health Plan. This unique program offers either \$75,000 or \$100,000 in health insurance coverage every year. For more information call 1-800-660-9840.