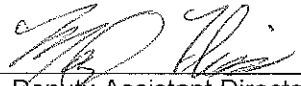


Title: Special Open Enrollment (SOE)

Policy #45-2

Contact:	Rules Specialist, PEB Division	Effective:	January 1, 2012
		Rescinded:	
Associated RCW:	Chapter 41.05 RCW	Supersedes:	NA
Associated WAC:	Chapters 182-08 & 182-12 WAC	Last Review:	NA
Assoc. fed law/reg:	HIPAA; IRC §105(b), §125, §129, §152, §223; Treas. Reg. §1.125-4	Next Review:	September 2012
Associated Procedures:		Owner:	Policy & Rules Manager, PEB Division
Associated Forms & Communication	Addendum 45-2A; State of Washington Salary Reduction Plan	Approved by:	
		Position:	Deputy Assistant Director, PEB Division
		Date approved:	3/9/12

Purpose:

This policy applies whenever a subscriber requests an enrollment change or election change outside of the Public Employees Benefits Board (PEBB) annual open enrollment.

Policy:

1. The PEBB Program and employing agencies shall use Addendum 45-2A when processing a subscriber's request to change his or her enrollment or his or her dependent's enrollment under a group health plan (medical or dental).
2. The PEBB Program and employing agencies shall use Addendum 45-2A when processing an employee's request to change his or her election under the state's salary reduction plan.
3. A PEBB subscriber shall use Addendum 45-2A when determining if he or she is allowed to change enrollment in a group health plan (medical or dental) or change an election under the state's salary reduction plan.