

September 26, 2017

To: UW Graduate Students Eligible for the Graduate Appointee Insurance
From: UW Human Resources– Benefits
Subject: Graduate Appointee Insurance for Fall Quarter 2017

The Graduate Appointee Insurance Program (GAIP) is the UW's medical insurance program for [eligible](#) academic student employees. To be eligible for this program, you must be employed in a GAIP-eligible appointment as an RA/TA, or you must have an eligible stipend appointment earning more than \$800 per month. For further details around eligibility visit <http://hr.uw.edu/benefits/health-insurance/graduate-appointees-health-insurance/gaip-eligibility-and-coverage>.

To ensure that you and your eligible dependents have timely access to GAIP benefits for fall quarter, please note these key dates:

Key Dates for GAIP Fall Quarter 2017

- **October 1** – Fall quarter GAIP coverage begins
- **October 31** – Dependent enrollment deadline
- **November 9** – 1st payroll deduction for dependent coverage
- **November 22** – 2nd payroll deduction for dependent coverage
- **December 11** – 3rd payroll deduction for dependent coverage
- **December 31** – Fall quarter GAIP coverage ends

LifeWise Assurance Company (LifeWise) is the plan administrator and insurer, providing claims, eligibility, and customer service for all appointees and their dependents.

The LifeWise member portal site allows you to view claims data and access benefit information; verify appointee and dependent eligibility; download temporary ID cards; utilize health tools for traveling abroad; access customer service representatives trained in GAIP benefits and eligibility requirements; and look up network providers, including contracted providers outside of Washington. For further details visit the LifeWise website at <http://student.lifewiseac.com/uw/gaip/>

Eligible appointees will be **automatically** enrolled in GAIP “Appointee-Only” coverage. Enrollment in your insurance will be confirmed via a welcome letter and/or email from LifeWise, and include important instructions to access the Dependent Enrollment tool. You will not be able to pre-enroll dependents before you are enrolled with LifeWise and have received notification of your enrollment.

All dependents must be re-enrolled directly with LifeWise at the start of the plan year, and dependent enrollment for fall quarter must be completed by October 31, 2017. Dependent enrollment for GAIP coverage must be completed online at the LifeWise website (above).

In addition, you should know that:

- Premiums for fall quarter 2017 dependent coverage will be deducted from three paychecks. Find details on the cost of coverage on the GAIP site: <http://hr.uw.edu/benefits/health-insurance/graduate-appointees-health-insurance/gaip-dependent-coverage/>
- The University's contribution towards eligible appointee's dependent coverage premiums for the 2017-2018 plan year remains at 65 percent.
- For appointments/distributions entered into Workday on or before October 4, 2017, the coverage effective date will be October 1, 2017. Verify with your department's payroll coordinator that you have an eligible appointment and it has been entered timely. Retroactive appointments will not provide retroactive benefits.
- Find eligibility information on the GAIP site: <http://hr.uw.edu/benefits/health-insurance/graduate-appointees-health-insurance/gaip-eligibility-and-coverage>
- For students losing eligibility for UW-paid GAIP coverage starting Fall quarter, LifeWise will send a COBRA notice to your home address after mid-October.

For all questions relating to your GAIP coverage, LifeWise is your primary contact. Access the direct customer service line: 800-971-1491, Monday-Friday, 8 a.m. to 5 p.m. PST. Find additional contact information here at <https://student.lifewiseac.com/uw/gaip/Contact-Us.aspx>