December, 2018

To: UW Graduate Students Eligible for the Graduate Appointee
From: Insurance UW Human Resources – Benefits
Subject: Graduate Appointee Insurance for Winter Quarter 2019

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 a UW graduate student employed in a GAIP-eligible appointment as an RA/TA/SA, predoctoral instructor, or you must have a benefits-eligible fellowship or traineeship stipend appointment earning more than $800 per month. For further details around eligibility visit: https://hr.uw.edu/benefits/insurance/health/graduate-appointees-options/.

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

<table>
<thead>
<tr>
<th>Key Dates for GAIP Winter Quarter 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 1</strong> – GAIP coverage begins</td>
</tr>
<tr>
<td><strong>January 31</strong> – Dependent enrollment deadline</td>
</tr>
<tr>
<td><strong>February 11</strong> – 1st payroll deduction for dependent coverage</td>
</tr>
<tr>
<td><strong>February 25</strong> – 2nd payroll deduction for dependent coverage</td>
</tr>
<tr>
<td><strong>March 11</strong> – 3rd payroll deduction for dependent coverage</td>
</tr>
<tr>
<td><strong>March 31</strong> – GAIP coverage ends</td>
</tr>
</tbody>
</table>

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 after LifeWise receives UW notification of student eligibility. Enrollment in your insurance will be confirmed via a welcome letter and/or email from LifeWise by the second week of January. The email confirmation will 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. Please sign in to Workday https://isc.uw.edu/ to ensure your UW email and home addresses on file are current so you will receive notices without delay.

Changes to dependent coverage for winter quarter must be completed online at the LifeWise website (above) by January 31, 2019. If no changes are made, your coverage level status from the previous quarter (if applicable) will continue to be the same this quarter.

**Important Note**: Students eligible for GAIP coverage starting January 1 can contact LifeWise if an urgent need for coverage occurs before receiving the automatic enrollment confirmation from LifeWise.

In addition, you should know that:

- **Premiums for winter quarter 2019 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/](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 2018-2019 plan year remains at 65 percent.**

- **For appointments/distributions entered and approved in Workday on or before January 4, 2019, the coverage effective date will be January 1, 2019.** 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:** [https://hr.uw.edu/benefits/insurance/health/graduate-appointees-options/](https://hr.uw.edu/benefits/insurance/health/graduate-appointees-options/).

- **Loss of Coverage**: For students losing eligibility for UW-paid GAIP coverage starting Winter quarter, LifeWise will send a Self-Pay notice to your home address after mid-January. Details about self-pay can be found in the GAIP site: [https://hr.uw.edu/benefits/insurance/health/graduate-appointees/gaip-self-pay-option/](https://hr.uw.edu/benefits/insurance/health/graduate-appointees/gaip-self-pay-option/)

LifeWise is your primary contact for questions relating to dependent enrollment and what GAIP covers for eligible members and dependents, but NOT questions about why you were not reported eligible for GAIP. 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](https://student.lifewiseac.com/uw/gaip/Contact-Us.aspx)