

# University of Washington Medical & Dental Dependents & Documentation Overview for Integration

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***The information in this document applies to Northwest Hospital (NWH) staff, UW Physicians (UWP) staff, UWP faculty in the UWNC and NWH departments and NWH-employed providers transitioning to University of Washington (UW) employment as part of the integration on January 1, 2020.***

- [WHO IS ELIGIBLE FOR PEBB MEDICAL & DENTAL?](#)
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The UW's PEBB medical and dental programs provide excellent healthcare benefits for employees and their eligible dependents. To ensure that eligible dependents are properly documented and submitted before the deadline, employees who transition to UW employment on January 1, 2020, should plan ahead to ensure they have the correct documents required to enroll in medical and/or dental coverage.

The pre-enrollment for UW benefits will open on November 1 and close at midnight, Wednesday, November 27, 2019. Those anticipating eligibility for UW PEBB insurances will be notified on November 1 via an email to their UW inbox, and provided a link to log in to the Workday benefits enrollment portal.

To prepare employees for pre-enrollment into the PEBB medical and dental plans, below is an overview of who is eligible for PEBB coverage and the documentation required to support dependent enrollment.

Enrollment deadlines are strictly enforced by the state PEBB, and enrollment, including any required documentation, must be complete and submitted by the deadline. If enrollment is submitted as incomplete by the deadline, employees transitioning to UW will have another opportunity in January to enroll in benefits.

**Note:** A collective list of all Health Care Authority links can be found at the end of this document.

## WHO IS ELIGIBLE FOR PEBB MEDICAL & DENTAL?

PEBB eligibility rules\* are complex and differ by employment type (e.g., classified or professional; find more information in the UW summary of benefits (<https://hr.uw.edu/benefits/benefits-orientation/benefit-summary-pdfs/>)) for professional staff and for classified staff). UW notifies each employee of their PEBB eligibility prior to open enrollment.

**UW Employees who meet PEBB eligibility:** Employees eligible for the pre-enrollment will be notified of their PEBB eligibility status by a UW email. The email will include information about eligibility, deadlines and the appeals process if enrollment deadlines are missed. Employees who receive notice but do not participate in November's pre-enrollment will have another opportunity to enroll during the normal new employee enrollment period of January 1–31.

- **Eligible Dependents:**

- Legal spouse or state-registered domestic partner
- Children through the last day of the month in which they become age 26, except for children with a disability\*

\*Learn [how to determine eligibility](#) on the PEBB employee website.

## WAIVING MEDICAL COVERAGE

An employee can waive PEBB medical coverage if they are enrolled in another employer-based group medical insurance, a TRICARE plan, or Medicare.

**Note:** Dental coverage cannot be waived by the employee (there is no employee premium); however, eligible dependents can be enrolled in dental only (there is no dependent premium).

If PEBB medical is waived:

- The employee cannot enroll eligible dependents in PEBB medical.
- The premium surcharges will not apply.
- The employee will not have access to SmartHealth (the PEBB wellness incentive program) and will not be eligible for the \$125 [PEBB SmartHealth](#) incentive.
- There is no pay-in-lieu of participation if an employee waives PEBB medical.

Once medical coverage is waived, the employee can only enroll during the next annual open enrollment (November 1 through 30), or no later than 60 days after a [special open enrollment event](#), as defined by the PEBB.

Learn more about [waiving medical coverage](#) on the PEBB medical web site.

## WHAT DOCUMENTS ARE REQUIRED TO VERIFY ELIGIBLE DEPENDENTS?

The PEBB program requires verification of all dependents and proof of eligibility must be submitted at the time of enrollment. **A dependent cannot be enrolled if valid verification is not uploaded to Workday by the enrollment deadline.** At the time an employee selects a medical and/or dental plan in Workday, dependents can also be enrolled. Documentation must be attached during the online enrollment process, using the secure Workday benefits enrollment portal. Instructions about how to scan and submit documents, and Workday enrollment help will be available when the pre-enrollment portal opens on November 1, 2019.

In addition to the details below, Workday dependent verification support is available online at [isc.uw.edu/your-benefits/dependent-verification/](http://isc.uw.edu/your-benefits/dependent-verification/).

The type of documentation required to enroll a dependent varies upon the relationship:

### Enroll a Spouse

Choose one:

- Most recent year's federal tax return filed jointly that lists the spouse (black out financial information)
- Subscriber's and spouse's most recent year's federal tax return if filed separately (black out financial information)
- Proof of common residence (e.g., a utility bill) and marriage certificate\*
- Proof of financial interdependency (e.g., a shared bank statement (black out financial information)) and marriage certificate\*
- Petition for dissolution of marriage (divorce)
- Legal separation notice
- Defense Enrollment Eligibility Reporting System (DEERS) registration
- Valid J-1 or J-2 visa issued by the U.S. Government

\*If within two years of marriage, only the marriage certificate is required.

### Enroll a State-registered Domestic Partner or Legal Union Partner

Include the [Declaration of Tax Status](#) form to enroll a nonqualified tax dependent. Choose one:

- Proof of common residence (e.g., a utility bill) and certificate/card of state-registered domestic partnership\* or legal union
- Proof of financial interdependency (e.g., a shared bank statement (black out financial information)) and certificate/card of state-registered domestic partnership\* or legal union
- Petition for invalidity (annulment) of state-registered domestic partnership or legal union
- Petition for dissolution of state-registered domestic partnership or legal union

- Legal separation notice of state-registered domestic partnership or legal union
- Valid J-1 or J-2 visa issued by the U.S. Government

\*If within two years of state-registered domestic partnership, or establishment of a legal union as defined in statute, only the certificate/card of state-registered domestic partnership or legal union is required.

**Note:** If you encounter delays in getting the marriage certificate within the time allowed, email [uwnwhben@uw.edu](mailto:uwnwhben@uw.edu) **before your enrollment period ends.**

## Enroll children

Choose one:

- The most recent year's federal tax return that includes the child(ren) as a dependent and listed as a son or daughter (black out financial information)  
**Note:** You can submit one copy of your tax return if it includes all family members that require verification.
- Birth certificate (or hospital certificate with the child's footprints on it) showing the name of the parent who is the subscriber, the subscriber's spouse or the subscriber's state-registered domestic partner
  - If the dependent is the subscriber's stepchild, the subscriber must also verify the spouse or state-registered domestic partner in order to enroll the child, even if not enrolling the spouse or state-registered domestic partner in PEBB insurance coverage.
- Certificate or decree of adoption
- Court-ordered parenting plan
- National Medical Support Notice
- Defense Enrollment Eligibility Reporting System (DEERS) registration
- Valid J-2 visa issued by U.S. Government

**Note:** Use the [Extended Dependent Certification](#) form to enroll an [extended \(legal\) dependent child](#).

Visit the [PEBB Dependent Verification](#) webpage to learn more.

## HEALTH CARE AUTHORITY LINKS

- **How to Determine Eligibility:** [hca.wa.gov/employee-retiree-benefits/public-employees/how-determine-eligibility](https://hca.wa.gov/employee-retiree-benefits/public-employees/how-determine-eligibility)
- **Special Open Enrollment:** [hca.wa.gov/employee-retiree-benefits/public-employees/change-your-coverage#Special-open-enrollment](https://hca.wa.gov/employee-retiree-benefits/public-employees/change-your-coverage#Special-open-enrollment)

- **Waiving Medical Coverage:** [hca.wa.gov/employee-retiree-benefits/public-employees/waiving-medical-coverage](https://hca.wa.gov/employee-retiree-benefits/public-employees/waiving-medical-coverage)
- **Declaration of Tax Status:** [hca.wa.gov/employee-retiree-benefits/forms-and-publications?combine=declaration&field\\_customer\\_type\\_tid=All&field\\_pebb\\_document\\_type\\_value\\_selective=All&field\\_peb\\_topic\\_tid=All&field\\_year\\_tid\\_selective=All&sort=filename+ASC&=Search](https://hca.wa.gov/employee-retiree-benefits/forms-and-publications?combine=declaration&field_customer_type_tid=All&field_pebb_document_type_value_selective=All&field_peb_topic_tid=All&field_year_tid_selective=All&sort=filename+ASC&=Search)
- **PEBB Dependent Verification:** [hca.wa.gov/employee-retiree-benefits/public-employees/waiving-medical-coverage](https://hca.wa.gov/employee-retiree-benefits/public-employees/waiving-medical-coverage)
- **Extended Dependent Certification:** [hca.wa.gov/employee-retiree-benefits/forms-and-publications?combine=extended&field\\_customer\\_type\\_tid=All&field\\_pebb\\_document\\_type\\_value\\_selective=All&field\\_peb\\_topic\\_tid=All&field\\_year\\_tid\\_selective=All&sort=filename+ASC&=Search](https://hca.wa.gov/employee-retiree-benefits/forms-and-publications?combine=extended&field_customer_type_tid=All&field_pebb_document_type_value_selective=All&field_peb_topic_tid=All&field_year_tid_selective=All&sort=filename+ASC&=Search)
- **Extended (Legal) Dependent Child:** [hca.wa.gov/employee-retiree-benefits/public-employees/how-enroll](https://hca.wa.gov/employee-retiree-benefits/public-employees/how-enroll)

## **QUESTIONS?**

Email [uwnwhben@uw.edu](mailto:uwnwhben@uw.edu)