



MEMBER SERVICES NEWSLETTER

SEPTEMBER 2008

pebb  benefits

HOT TOPICS

- **Open Enrollment Training has arrived!!!! SIGN UP TODAY!**
(See **PEBB Events** below for more details)
- **PDB and Member Services Teams have merged!** We have merged both teams to better serve our members and agency contacts. The PDB help line has been cancelled. Please use the main PEBB Member Services line for any eligibility or PDB assistance (503) 373-1102 or 1-800-788-0520.
- **Open Enrollment Details will be available on-line September 15th**
- **The September newsletter was sent on September 3, 2008. Be sure to read it. It contains benefit changes for 2009 and more!**
- **Benefit Summaries will be mailed out to Members on September 15th**



QUICK TIPS

- **What's the difference between a Domestic Partner by Affidavit, Domestic Partner by Certificate and Domestic Partner IRS Tax Dependents?**
 - **Domestic Partner by Affidavit** – Includes an eligible employee's unmarried partner of the same or opposite sex that meets the requirements as outlined in OAR 101-015-0025(2). Employee must submit a notarized Affidavit of Domestic Partnership within 5 business days of their enrollment (either online or form). If the affidavit is not received PEBB will terminate the coverage for the domestic partner retroactive to the effective date. The employee would be subject to imputed value tax.
 - **Domestic Partner by Certificate** – Includes an eligible employee's same sex partner in a registered domestic partnership under Chapter 99 Oregon Laws 2007. Employee must enroll or submit the appropriate enrollment form to the agency at the appropriate time as defined by PEBB enrollment rules. The employee would be subject to imputed value tax. No documentation is required from the employee.
 - **Domestic Partner IRS Tax Dependent** – Domestic Partners and Domestic Partners' children may qualify as a tax dependent for health coverage purposes if they meet certain IRS requirements (IRS Publication 501). If the domestic partner qualifies, no imputed value is paid. Domestic Partners by Affidavit or Domestic Partners by Certificate may qualify as a tax dependent for health coverage. Members should consult with their tax advisor to determine if their domestic partner or their children meet the IRS criteria. More information will be available at the Open Enrollment training.
- **Who pays for Basic Life Coverage when an employee is out on FMLA/CBIW/Military Leave?**
 - The Agency pays the Basic life (\$1.10) when an employee is out on benefit covered leave. This benefit is not paid by the employee.

WHAT'S IMPORTANT?

How important is clearing your Home Page Alerts?

We highly encourage you to visit your Home Page Alerts daily. These alerts are here as a tool for you to use to ensure your employee records are accurate so the correct services are provided. The PEBB Member Services Team frequently audits these alerts. It is very important that these are processed and resolved on a daily basis and before Open Enrollment. Members will have an opportunity to make coverage changes during Open Enrollment. If discrepancies are not resolved, Open Enrollment selections may be rejected by the payroll/benefit systems creating discrepancies. Discrepancies left unattended negatively affect members. You may find your home page alerts under the “Inbox” section of the home page. Simply select the “[Click here to see your home page Alerts](#)” to access your alerts. You may also access your alerts during the day from the left hand blue navigation bar.



How important is referencing the PEBB OARs when assisting members with enrollments, mid-year changes and eligibility questions?

The PEBB OARs outline the rules and regulations that govern the PEBB Cafeteria plan. These rules, federal guidelines and the IRS code are tools for you to use when helping your employees make changes to their benefits. If members make changes that are not allowed by these rules the PEBB plan may be disqualified as a Cafeteria plan. PEBB monitors federal and state rules and regulations and revises OARs as necessary to ensure compliance. The latest version of PEBB rules can be located at http://arcweb.sos.state.or.us/rules/OARS_100/OAR_101/101_tofc.html. You would be most interested in Chapter 10 and forward.

PROJECTED SYSTEM UPDATES IN PDB

- **“Check Eligibility” function** – The system will automatically verify eligibility in the following processes:
 1. Expiration of a Dependent
 2. Address Change
 3. Termination of EmploymentThis means no more “extra” buttons to select, once you click “save”. The system will automatically check for you and if the system finds a conflict with the eligibility rules, it will display an error message.
- **Termination Approval Page**- A message will be displayed when the pending records do not have active enrollments.
- **OSPS Rejection Page** – Adding a new searchable field to search by “user name”
- **FSA Termination Process** – FSA plans will be terminated the month of employment termination. No other coverage end dates will be affected.
- **New PDB Mini site**- Find all your PDB shortcuts, processes, procedures, newsletters, updates, contact information and much, much more!

PEBB EVENTS

Open Enrollment Training- The annual Agency Open Enrollment Training will be conducted on September 10th and 17th at the **Veterans Auditorium** from **8:30am-Noon**. **You must register for this training** as the space is limited. Send your request to pdb.administration@state.or.us to sign up today and let us know what day you would like to attend. The following topics will be presented:

- **What's New for 2009?**
- **Communication Tools for members**
- **Flexible Spending Accounts**
- **Optional Life Changes**
- **Member Services Team Update**
 - Eligibility
 - Forms
- **PDB Updates**
 - Member Module
 - Agency Module

Don't miss out on this opportunity—register now!!

CONTACT INFORMATION

- **PDB System assistance**, please call our main line at 503-373-1102 or 1-800-788-0520 or e-mail us at pdb.administration@state.or.us and we will respond within 24 hrs.
- **PEBB Eligibility and member assistance**, please call our main line at 503-373-1102 or 1-800-788-0520 or e-mail us at inquiries.pebb@state.or.us and we will respond within 24 hrs.

RESOURCES



PDB Agency Home Page Log in: https://pebb.benefits.oregon.gov/bms_web/!bms.main

PDB Member Home Page Log in: <https://pebb.benefits.oregon.gov/members/!pb.main>

PEBB Website: <http://oregon.gov/DAS/PEBB/>

Standard Log in to Admin Ease: <https://connection.standard.com/deliver/admineasesv/>

Plan Contacts: [See Attached Document](#)