**CERTIFICATED SUBSTITUTE   
HEALTH INSURANCE COVERAGE**

Upon completing 21 days of substituting in a long-term assignment, you become eligible for group insurance coverage and are entitled to an employer contribution toward your choice of the following plans:

* MEDICAL
  + WEA Select Aetna/United Health Care Preferred Provider Option (PPO) - 7 plans available - 2 Carriers
  + WEA Select Aetna/ United Health Care High Performing Network - 7 plans available - 2 Carriers
  + Kaiser Permanente traditional HMO - 1 plan available
* DENTAL
  + United Concordia
  + Willamette Dental
* VISION
  + Northwest Benefit Network

Upon completion of the long-term assignment, certificated substitutes may choose to continue coverage on a self-pay basis for up to 12 consecutive months beginning with the first month of employer-paid coverage.

Enrollment must take place not more than 30 days from the date of eligibility. The 21-day eligibility requirement must be met each school year.

**HOW TO ENROLL:**

Upon completing your 21-day eligibility requirement, you have 30 days in which to contact the district’s Benefits Specialist, Pam Golden, (206-631-3138) to enroll for coverage.

If you do not enroll within the 30-day enrollment period, **you may not enroll until the following school year, after meeting all eligibility requirements**.

**You will not be notified of your eligibility to participate in a district-sponsored insurance plan**. It is your responsibility to follow the enrollment procedures.

NOTE: COBRA continuation coverage will be offered in the event a certificated substitute reaches their twelfth month of coverage and is no longer eligible to self-pay the main active group, or if the substitute should terminate employment with the Highline School District, whichever occurs first.