

September 2, 2016

To: UW Graduate Students Eligible for the Graduate Appointee Insurance
From: UW Human Resources– Benefits
Subject: Graduate Appointee Insurance for Fall Quarter 2016

Welcome back to a new school year and to the Graduate Appointee Insurance Program (GAIP), the UW's medical insurance program for academic student employees. To be eligible for this program, you must be employed in a GAIP-eligible appointment this fall as an RA/TA, or you must have a stipend earning more than \$800 per month, or you must be receiving a Paid-Direct Fellowship paying at least \$800 a month.

To ensure that you and your eligible dependents have timely access to GAIP benefits for fall quarter, please note the following key dates for 2016:

Key Dates for GAIP Fall Quarter 2015

- **October 1** – Fall Quarter GAIP coverage begins
- **October 7** – LifeWise will begin sending confirmation emails
- **October 31** – Dependent enrollment deadline
- **November 10** – Payroll deduction #1 for dependent coverage
- **November 23** – Payroll deduction #2 for dependent coverage
- **December 9** – Payroll deduction #3 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. LifeWise's member portal site allows you and your dependents 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.

Eligible appointees will be automatically enrolled in GAIP Appointee-Only coverage. Enrollment in your insurance will be confirmed via a welcome letter and 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, 2016.

In addition, you should know the following:

- Premiums for fall quarter 2016 dependent coverage will be deducted from three paychecks. Find details on the cost of coverage on the GAIP site at: <http://www.uw.edu/admin/hr/benefits/insure/gaip/premiums.html>
- The University's contribution towards dependent coverage premiums for the 2016-2017 plan year remains at 65 percent.

- For appointments/distributions entered into the UW payroll system on or before Tuesday, October 4, 2016, the coverage effective date will be October 1, 2016. Verify with your department's payroll coordinator that you have an eligible appointment. Retroactive appointments will not provide retroactive benefits.
- Find eligibility information on the GAIP site at: <http://www.uw.edu/admin/hr/benefits/insure/gaip/eligible.html>
- For students losing eligibility for UW-paid GAIP coverage starting fall quarter, LifeWise will send a continuation of coverage notice to their home address after mid-October. Please check Employee Self-Service, <http://www.uw.edu/ess>, to ensure your home address on file is current so you will receive this without delay.
- First-time GAIP participants are encouraged to attend a GAIP orientation session to learn about GAIP eligibility requirements, enrollment, health benefits, and more. They may register at: <https://ucs.admin.washington.edu/pod/Course/Details/BOGAIP>.
- 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: <http://www.uw.edu/admin/hr/benefits/insure/gaip/contacts.html>

If you have any questions or concerns, please contact benefits@uw.edu.