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Date: December 12, 2008
Reference No.:

Circular Letter No.: 600-061-08
Distribution:

Special: PEMHCA Employers

Circular Letter

TO: ALL PEMHCA HEALTH BENEFITS OFFICERS AND ASSISTANTS FOR CONTRACTING SCHOOL DISTRICTS AND PUBLIC AGENCIES

SUBJECT: 2009 HEALTH BILLING CUT-OFF DATES AND HOW PAYMENTS ARE APPLIED

2009 HEALTH BILLING CUT-OFF DATES

Attached is a copy of the 2009 Health Billing Cut-Off Dates for Contracting School Districts and Public Agencies.

All Automated Communication Exchange System (ACES) batch transactions must be keyed and submitted by 3:00 pm on the cut-off date for each billing month.

Cut-off dates differ for school districts and public agencies. For example, in order for batch transaction to appear on the **March 2009** invoice, you must key and submit transactions by following timeframes:

- School districts: **January 30, 2009 by 3:00 pm.**
- Public agencies: **February 10, 2009 by 3:00 pm.**

If a school district or public agency keys and submits a transaction after the cut-off date, the transaction will appear on the following month's invoice. In addition, your agency must verify all transactions within ACES batches to ensure that they have been accurately uploaded.

HOW PAYMENTS ARE APPLIED

We want your payments applied accurately and timely. To make reconciliation easier for you, please send a copy of your invoice with your monthly payment, **as billed** (using Electronic Fund Transfer [EFT] or mail).

Underpayments: When you do not pay the *Total Payment Due* amount including past due amounts from a prior month(s), payment will be applied to the current period only.

Please advise us prior to payment date, if payments need to be applied to prior months, as CalPERS will continue to assess interest of past due months' *Invoice IDs*.

CalPERS will reverse assessed interest, if you can provide documentation that payment was received on time and in full.

Overpayments: If you overpay the *Total Payment Due* amount and there is not a past due *Invoice ID*, the current *Invoice ID* will be paid and closed, and credit will be applied to a future *Invoice ID*.

If you have any questions, please contact the CalPERS Employer Contact Center at 888 CalPERS (888-225-7377) or online at www.calpers.ca.gov.

Sincerely,

Holly A. Fong, Chief
Office of Employer and Member Health Services

Attachment