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Circular Letter

February 26, 2013

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

SUBJECT: 2013 HEALTH BILLING CUT-OFF DATES AND HOW PAYMENTS ARE APPLIED

Health Billing Cut-Off Dates

As a CalPERS contracting school district or public agency, you are responsible for ensuring all health enrollment transactions are keyed and uploaded in my|CalPERS at my.calpers.ca.gov by 3:00 p.m. on the cut-off date for each billing month. You are also responsible to correct and resubmit any failed transactions returned to you. Transactions, including corrections, keyed after the cut-off date will appear on the following month's statement.

Attached to this circular letter, is a copy of the 2013 Health Billing Cut-off Dates for contracting school districts and public agencies.

Payment Submission

Follow these steps to ensure your payments are applied accurately and timely:

If ...	Then ...
Paying by check	Complete the Remittance Slip, found on the last page of your monthly billing statement, and return with your payment.
Paying by Electronic Fund Transfer (EFT)	Log into my CalPERS at my.calpers.ca.gov and follow the prompts on the <i>Payment Summary</i> page.

Under-payments

If you do not pay the full amount provided under *Total Payment Due* of your billing statement, the payment received will be applied to the current period only and not to any past due amounts.

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Health Billing Cut-off Dates, Continued

**Under-
payments**
(continued)

The *Total Payment Due* includes current *Receivable ID*, any past due *Receivable ID(s)*, and assessed interest from any prior delinquent month(s).

Please advise CalPERS prior to payment date if payments need to be applied to prior delinquencies. To apply these payments, you must specify the *Receivable ID*. Unless notified, we will continue to assess interest on delinquent receivables.

When documentation is provided that confirms a payment was received timely and in full, the interest will be reversed.

**Over-
payments**

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

**Key Points in
Reconciling**

As a CalPERS contracting school district and public agency, you are strongly encouraged to reconcile your statements monthly to ensure all enrollments are accurately reflected for active and retired employees. Reconciliation ensures you are accurately billed, that only eligible members are receiving benefits, and it provides CalPERS the ability to negotiate lower health care costs.

Below are helpful reminders for a successful reconciliation.

- Submit approved resolutions for contract changes timely
 - Report health enrollment transactions accurately and timely to ensure transactions will be reflected on the statement (retain *Health Benefits Plan Enrollment* [HBD-12] and *Declaration of Health Coverage* [HBD-12A] forms on file for all employees)
 - Confirm health enrollment changes by logging in to my|CalPERS and utilizing the *Monthly Employer Billing Roster*
 - Reconcile the monthly statement to the *Monthly Employer Billing Roster* to ensure coverage of eligible members only
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Health Billing Cut-off Dates, Continued

Key Points in Reconciling (continued)

- To receive the allowed maximum refund of health premiums (6 months), permanent separation dates of members or deletion of dependents transactions must be submitted timely through my|CalPERS. For more information about the allowed maximum refund of health premiums, refer to Circular Letter #600-215-05 (released in 2005) on CalPERS On-line at www.calpers.ca.gov
- Pay timely the full amount of each statement including assessed interest and penalties; any adjustments will be credited on a subsequent statement
- Payments must be received by the 10th day of each month. Refer to the *Monthly Billing Summary* page available through my|CalPERS, for information regarding the Public Agency Billing function.

Questions

If you have any questions about this Circular Letter, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

KAREN DeFRANK, Chief
Customer Account Services Division

Enclosure:

[2013 Health Billing Cut-off Dates, Contracting School Districts and Public Agencies \(PDF, 24 KB\)](#)