



Health Benefits Circular Letter

California Public Employees' Retirement System
P.O. Box 942715
Sacramento, CA 94229-2715
(888) CalPERS (or 888-225-7377)
TTY: (877) 249-7442
www.calpers.ca.gov

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Circular Letter No: 600-014-17
Distribution: Special

To: All General, Health Benefit Assistant, Health Benefit Officer, Health Enrollment, Health PA Billing – Non-PERS, Health PA Billing – PERS and Payroll contacts for all contracting public agencies and school districts

Subject: Health Premium Statement, Administrative Fee and Contact Type Updates

The purpose of this Circular Letter is to inform you of three updates that were recently made to the Health Premium Statement in my|CalPERS. Effective March 2017, the categories listed below will be affected:

- Health Premium Statement
- Administrative Fee
- Contact Types

For the Health Premium Statement, one statement per resolution will now be generated. If your agency only has a PERS resolution, you will receive one statement titled "Health Premium Statement – PERS." If your agency only has a Non-PERS resolution, you will receive one statement titled "Health Premium Statement – Non-PERS." If your agency has both a PERS resolution and a Non-PERS resolution, you will receive one statement for each, one titled "Health Premium Statement – PERS" and one titled "Health Premium Statement – Non-PERS."

In addition, on the Health Premium Statement, "Administrative Fee" will be shown as "Admin Fee for Active" and "Admin Fee for Retired." The calculation of the administrative fee is still based on the Total Active Premium and Total Retired Premium (not the "PA Billing Employer Share of Retired Premium"). To calculate the Total Retired Premium, simply subtract the "PA Billing Active Premium" from the "Total Active & Retired Premium."

Lastly, to correspond with the change to the Health Premium Statement, the Contact Type of "Health PA Billing" will be changed to "Health PA Billing – PERS" and "Health PA Billing – Non-PERS."

Important: Please make sure that you have a “Health PA Billing – PERS” and/or “Health PA Billing – Non-PERS” contact listed for your agency, as this will be the person that your monthly Health Premium Statement will be sent to. If there is no contact listed under Health PA Billing for your agency, a different contact or no contact will be displayed on the Health Premium Statement.

Please notify your System Access Administrator of any updates that are needed to your agency’s contact information. For information on how to update your contacts in my|CalPERS, please refer to the Student Guide: my|CalPERS System Access Administration & Establish a Business Partner Relationship.

If you have any questions, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) and ask to have an inquiry sent to the Health Public Agency Billing Unit.

Renee Ostrander, Chief
Employer Account Management Division