



## Health Benefits Circular Letter

California Public Employees' Retirement System  
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July 7, 2017

Circular Letter: 600-042-17  
Distribution: Special

**To:** All PEMHCA Health Benefits Officers and Assistant Health Benefit Officers

**Subject:** CalPERS Instructions for Onsite Open Enrollment Health Fairs

**Purpose** The purpose of this circular letter is to inform you that the online 2017 Health Fair Registration System will be available starting July 7, 2017. Employers must use the system to request CalPERS Health Plan Partners attendance at Health Fairs.

Registration for the Health Fairs is on a "first-come, first-served" basis, and the frequency and duration of our Health Plan Partners visitations will be limited. This is necessary to allow our Health Plan Partners to equitably serve participating employers.

**Scheduling an Onsite Health Fair** The online Open Enrollment Health Fair Registration scheduling tool, found at [www.calpersoerequest.org](http://www.calpersoerequest.org) must be used to schedule onsite health fairs beginning August 21 and ending October 6, 2017. Requests for Health Plan Partners visitation will not be accepted after that time.

To request an Onsite Health Fair, download and submit the Onsite Fair Request form at [www.calpersoerequest.org](http://www.calpersoerequest.org). If your request for an Onsite Health Fair is approved, the Health Plan Partners will coordinate directly with your agency for scheduling and logistics.

**Important Dates**

- July and August – CalPERS Health Program Workshops
- July 7 – Registration website opens [www.calpersoerequest.org](http://www.calpersoerequest.org)
- August 14 – Deadline for priority onsite event requests
- August 21 to October 6 – Available dates for onsite events
- August 28, 2017 – Annual Health Plan Statements Released
- September 11 to October 6, 2017 - CalPERS 2017 Open Enrollment Period

**Gifts and Literature Policy** To comply with CalPERS guidelines, no gifts (such as pens, cups, clothing, food, etc.), prizes for raffles or drawings, game prizes, or giveaways under any circumstances are to be distributed at any health fairs or open enrollment functions or any Health Fair for the sole purpose of initial enrollment, regardless of date. Furthermore, any literature provided to members at these two types of events must be limited to educational information about the Health Plans. This policy applies only to the Health Plan Partners, not agencies hosting Onsite Open Enrollment Fairs

**Questions** If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Liana Bailey-Crimmins  
Chief Health Director