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Circular Letter

December 30, 2013

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

SUBJECT: 2014 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 11:59 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 Health Premium Statement.

Attached to this circular letter, is a copy of the 2014 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 Health Premium 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

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

Continued on next page

Health Billing Cut-off Dates, Continued

Under-payments (continued)

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.

If you want to have your payment applied to prior delinquencies, use the Remittance Slip and specify the *Receivable ID* to which your payment should apply. Unless specified, 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 utilizing the Monthly Employer Billing Roster in my|CalPERS
 - Reconcile the monthly Health Premium Statement to the Monthly Employer Billing Roster to ensure coverage of eligible
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Health Billing Cut-off Dates, Continued

Key Points in Reconciling
(continued)

members only and the accuracy of their retirement system and medical group enrollment

- Timely key permanent separation dates of members or deletion of dependents in my|CalPERS to receive the allowed maximum refund (6 months) of health premiums (refer to Circular Letter #600-215-05) at www.calpers.ca.gov
- Pay timely the full amount of each statement including assessed interest and penalties; any adjustments will appear on a subsequent statement
- Payments must be received by the 10th day of each month
- Update the Health PA Billing contact type in my|CalPERS and select “Primary” and “main” to ensure deliver of the monthly statement to the appropriate staff

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:

2014 Health Billing Cut-off Dates, Contracting School Districts and Public Agencies