

California Public Employees' Retirement System

{date}

{Recipient Name}
{Recipient Address}

CalPERS ID: {CalPERS ID}

Sample: {Reminder Notice}

Dear {Participant Name}:

To ensure only eligible dependents of State retirees are enrolled in employer-sponsored health and/or dental coverage, California Government Code Section 22843.1 and California Code of Regulations Section 599.855 requires CalPERS to re-verify the eligibility of your dependent(s) at least once every three years. This letter outlines instructions for you to re-verify each dependent's eligibility with CalPERS. All requested information must be provided to CalPERS by {Due Date} in order for your dependent(s) to continue receiving health and/or dental coverage and avoid being cancelled on {effective date}.

If the re-verification is processed after the 1st of {birth month}, retroactive premiums may be owed resulting in an accounts receivable with CalPERS.

If you have previously provided the required documentation to re-verify each dependent's eligibility outside of this effort or to your employer while working, the documentation must be provided again for any dependent(s) listed on the Dependent Verification Affidavit to comply with this requirement.

CalPERS will retain all of your required dependent re-verification documents in your account. You may not be required to provide the government issued marriage certificate, domestic partnership registration, and birth certificates for stepchildren or domestic partner children if the marriage or domestic partnership remains current.

Dependents who require re-verification

- Current spouse
- Current domestic partner as registered with the California Secretary of State's Office or a comparable agency in another jurisdiction
- Natural-born*, adopted*, current step, or current registered domestic partner children up to age 26.

*These children will only need to be verified once during your re-verification as a retiree.

Instructions

Please complete these steps to re-verify your dependents' eligibility:

- Review the list of your dependent(s) who require re-verification.
- Make copies of any required re-verification documents for each dependent requiring re-verification and submit with the completed affidavit by {Due Date}.
- You may upload all required re-verification documents and submit an electronic affidavit form online. Log into your myCalPERS account at my.calpers.ca.gov, then click on the Health tab and select Health Plan Summary. On the Health Plan Summary page click on the Verify Your Dependents Now link.
- Or you may mail all required documents to:

CalPERS
Health Account Management Division
P.O. Box 942715
Sacramento, CA. 94229-2715

The following dependent(s) require re-verification:

Dependent Name	Relationship	Date of Birth
{Dependent Requiring Re-verification}		
{Dependent Name}	{Relationship}	{DOB}
{Dependent Name}	{Relationship}	{DOB}
{Dependent Name}	{Relationship}	{DOB}
<p>Note: The Dependent Re-verification does not include disabled dependent(s) or a parent-child relationship dependent(s) who are enrolled in employer-sponsored health and/or dental coverage. Disabled dependent(s) and parent-child relationship dependent(s) have a separate re-verification process. Dependents added to your health and/or dental enrollment within the last six months do not need to be re-verified during your re-verification due date. If you have a dependent who should be removed due to a qualifying event (i.e., divorce, dependent enters military, etc.), please contact CalPERS immediately.</p>		

Required Re-verification Documents

Review the table to assist with the required and acceptable documentation needed to re-verify each dependent's eligibility. All required documents **MUST** include a date, your name, and the name of the dependent being re-verified.

Relationship Type	Acceptable Verification Documents
Spouse	<p>A copy of your government issued marriage certificate AND one of the following financial documents:</p> <ul style="list-style-type: none"> • A copy of the first page of the most recent federal or state income tax return form such as IRS Form 1040 confirming dependent as your spouse <p>OR</p> <ul style="list-style-type: none"> • A combination of other documentation, including but not limited to a household bill, account statement, or insurance policy listing the name and address of the subscriber and the spouse, or other documents that substantiate the existence of a current marriage. Household bills and account statements older than 60 calendar days are unacceptable. <p>Financial documents are not required if your spouse is also a CalPERS, JRS, JRSII or LRS retiree (receiving their own retirement warrant) and has the same address as you. Inform CalPERS by checking the box on the Dependent Verification Affidavit.</p> <p>If CalPERS determines that due to extenuating circumstances you are unable to produce a government issued marriage certificate, you may execute and submit a signed and notarized CalPERS Affidavit of Marriage/Domestic Partnership. If the marriage certificate was registered prior to January 1, 1980, the marriage certificate does not need to indicate government issued.</p>

Relationship Type	Acceptable Verification Documents
Domestic Partner	<p>A copy of your Declaration of Domestic Partnership registered with the California Secretary of State or a comparable agency in another jurisdiction AND one of the following financial documents:</p> <ul style="list-style-type: none"> • A copy of the first page of the most recent federal or state income tax return form such as IRS Form 1040 confirming dependent as your domestic partner <p>OR</p> <ul style="list-style-type: none"> • A combination of other documentation, including but not limited to a household bill, account statement, or insurance policy listing the name and address of the subscriber and the domestic partner, or other documents that substantiate the existence of a current domestic partnership. Household bills and account statements older than 60 calendar days are unacceptable. <p>Financial documents are not required if your domestic partner is also a CalPERS, JRS, JRSII or LRS retiree (receiving their own retirement warrant) and has the same address as you. Inform CalPERS by checking the box on the Dependent Verification Affidavit.</p> <p>If CalPERS determines that due to extenuating circumstances you are unable to produce a domestic partnership registration, you may execute and submit a signed and notarized CalPERS Affidavit of Marriage/Domestic Partnership.</p>
Children (natural-born, adopted, step, or registered domestic partner's children) up to age 26 (the month in which dependent attains age 26)	<p>A copy of the child's birth certificate or adoption certificate naming you, your spouse, or your domestic partner as the parent of the child.</p> <p>For a stepchild, or domestic partners child, you must also provide documentation of your current relationship to your spouse or domestic partner as requested.</p>

We are here to assist you. If you have any questions, please send us a secure message. You can log in to myCalPERS at my.calpers.ca.gov. You may find additional answers to your questions by visiting our website at <http://www.calpers.ca.gov>, or you may call {CalPERS Toll Free} {JLRS Phone}.

Sincerely,
Health Account Management Division