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Health Benefits

Circular Letter

February 23, 2018

Circular Letter: 600-017-18

Distribution: Special

To: All CalPERS Health Benefits Officers and Assistant Health Benefits Officers

Subject: New Health Enrollment Forms

Purpose

The purpose of this Circular Letter is to inform you that new health enrollment forms are now available online. The new HBD-12 Health Benefits Enrollment Form for Active Employees incorporates the options that were previously only listed on the HBD-12a Declaration of Health Coverage form. The HBD-12a is now obsolete.

Background

Through feedback from various CalPERS surveys and interactions with employers and retirees, we have updated forms HBD-12 and HBD-30 to incorporate these suggestions. The updated forms and instructions for each new form are now available online. Links have been provided below.

Additional Information

It is no longer necessary for employees who wish to decline coverage to complete the HBD-12a form. We have consolidated forms HBD-12 and HBD-12a by incorporating the option to decline coverage, previously contained on the HBD-12a form, into the new HBD-12 form. If you have an employee that wants to decline coverage, the employee will need to complete sections A, B, and E on the new HBD-12 form. The old HBD-12a forms already on file are still valid and it is not necessary to have employees who have already completed the HBD-12a complete the new form to decline coverage.

New Ability To Complete The Forms

The new forms are in a fillable PDF format that can be completed and printed from a computer, making the process of completing forms easier for retirees and your employees.

Questions

If you have any questions, please visit **www.calpers.ca.gov** or call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Rob Jarzombek, Chief
Health Account Management Division

Links to the new forms and instructions:

[Health Benefits Enrollment Form HBD-12](#)

[Health Benefits Enrollment Form HBD-12 Instructions](#)

[Health Benefits Enrollment for Retirees HBD-30](#)

[Health Benefits Enrollment Form for Retirees HBD-30 Instructions](#)