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Circular Letter

TO: CONTRACTING AGENCY HEALTH BENEFITS OFFICERS
AND ASSISTANTS

SUBJECT: 2007 HEALTH BILLING CUT-OFF DATES for SCHOOL DISTRICTS AND
CONTRACTING AGENCIES

Attached is a copy of the 2007 health billing cut-off dates for school districts and contracting agencies. All ACES batch transactions must be keyed and submitted by 3:00 pm on the cut-off date for each month.

Cut-off dates differ from school employers and all other contracting agencies. For example, in order for transactions to appear on the **July** invoice:

- School districts must input and submit transactions by **May 31, at 3:00 pm.**
- All other contracting agencies must input and submit transactions by **June 11, at 3:00 pm.**

If a school or contracting agency inputs or submits a health transaction after the cut-off date, the transaction will appear on the following month's invoice. In addition, your agency must verify all transactions within ACES batches to ensure it has been accurately uploaded.

If you need assistance or have any questions, please contact our Employer Contact Center at **888 CalPERS (888-225-7377)**.

A handwritten signature in cursive script, reading "Holly A. Fong". The signature is written in dark ink and is positioned to the left of a vertical line.

Holly A. Fong, Chief
Office of Employer and Member Health Services

Attachment: *2007 Health Billing Cut-Off Dates for School Districts and Contracting Agencies*



**2007 HEALTH BILLING CUT-OFF DATES
for SCHOOL DISTRICTS and CONTRACTING AGENCIES**

Coverage Month	Schools Districts	All Others (e.g. cities, counties, districts, etc)
January 2007	11/30/06	12/8/06
February 2007	12/29/06	1/10/07
March 2007	1/31/07	2/13/07
April 2007	2/28/07	3/12/07
May 2007	3/30/07	4/10/07
June 2007	4/30/07	5/10/07
July 2007	5/31/07	6/11/07
August 2007	6/29/07	7/10/07
September 2007	7/31/07	8/10/07
October 2007	8/31/07	9/10/07
November 2007	9/28/07	10/10/07
December 2007	10/31/07	11/13/07
January 2008	11/30/07	12/10/07
February 2008	12/31/07	1/10/08

Please note that batches are picked up Monday-Friday at 3:00 pm excluding State holidays.