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Health Benefits

Circular Letter

December 24, 2020

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Distribution: Special

To: All Health Benefits Officers, Health Benefits Assistants, Health Enrollment and Health PA Billing Contacts for Contracting School Districts and Public Agencies
Subject: 2021 Health Billing Cutoff Dates and Payment Information

Purpose

The purpose of this Circular Letter is to provide information to health benefits officers and other personnel staff on the 2021 health billing cutoff dates and how your payments are applied.

Health Billing Cutoff Dates

As your agency's health benefits officer, you're responsible for ensuring all health enrollment transactions are keyed and uploaded in myCalPERS at my.calpers.ca.gov by 11: 59 p.m. on the cutoff date for each billing month. You're also responsible for correcting and resubmitting any failed transactions returned to you. Any transactions, including corrections, you key in after the cutoff date will appear on the following month's Health Premium Statement.

Attached to this Circular Letter is a copy of the 2021 Health Billing Cutoff Dates for contracting school districts and public agencies.

Statement Availability

Typically, statements are available on the 15th of each month. However, when the 15th is on a holiday or weekend, the availability of statements will be at a **later date**. Refer to the "Statement Available" date on the attachment.

Payment Submission

Log in to myCalPERS at **my.calpers.ca.gov** and follow the prompts on the *Payment Summary* page.

Typically, payments are due on the 10th of each month. However, when the 10th is on a holiday or weekend, the payment due date will be an **earlier date**. Refer to the “Payment Due” date on the attachment.

Note that employers are mandated to submit payments via Electronic Funds Transfer (EFT). See Circular Letters [200-044-17 \(PDF\)](#) and [200-042-15 \(PDF\)](#) for additional information regarding EFT.

Underpayments

An underpayment occurs when the entire amount invoiced is not paid on or before the 10th of each month. If you underpay, interest will be assessed.

If you discover a billing discrepancy, pay as billed and report the discrepancy to us ASAP. An adjustment will occur on a subsequent statement.

See Circular Letter [600-026-15 \(PDF\)](#) for additional information on interest and delinquency.

Overpayments

If you overpay, the current receivable will be paid and closed. A credit will be applied to a future receivable.

Key Points to Ensure Billing Accuracy

We strongly encourage you to conduct a monthly reconciliation of your statement to ensure it correctly reflects all enrollments for employees and annuitants. Reconciliation ensures you’re accurately billed and that only eligible members are receiving benefits.

Below are helpful reminders for a successful reconciliation:

- Submit approved resolutions for contract changes timely.
- Report health enrollment transactions accurately and timely to ensure they will be reflected on the statement. Retain Health Benefits Plan Enrollment and Declaration of Health Coverage forms on file for all employees and annuitants.
- Confirm health enrollment changes by reviewing the Monthly Employer Billing Roster in myCalPERS. Ensure coverage of eligible members only, plus the accuracy of their retirement system and medical group enrollment.

- Process permanent separation dates for members or deletion of dependents timely into myCalPERS to allow for the maximum refund (six months) of health premiums. For more information, refer to Circular Letter [600-215-05 \(PDF\)](#).
- Update the Health Billing PA Billing contact in myCalPERS and select “Primary Contact” to ensure delivery of the monthly statement to the appropriate staff.

Questions

We are committed to assisting you conduct business with the CalPERS Health Benefits Program. If you have questions, visit www.calpers.ca.gov or call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Rob Jarzombek, Chief
Health Account Management Division

Attachment: 2021 Health Billing Cutoff Dates, Contracting School Districts and Public Agencies