



P.O. Box 942714
Sacramento, CA 94229-2714
(888) CalPERS (888-225-7377)
TDD – (916) 795-3240
www.calpers.ca.gov

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Circular Letter

TO: HEALTH BENEFITS OFFICERS AND ASSISTANT HEALTH BENEFITS OFFICERS OF CONTRACTING SCHOOL DISTRICTS AND PUBLIC AGENCIES

SUBJECT: 2008 HEALTH BILLING CUT-OFF DATES FOR CONTRACTING SCHOOL DISTRICTS AND PUBLIC AGENCIES

Attached is a copy of the 2008 Health Billing Cut-Off Dates for Contracting School Districts and Public Agencies. All Automated Communication Exchange System (ACES) batch transactions must be keyed and submitted by 3:00 pm on the cut-off date for each month.

Cut-off dates differ for school districts and public agencies. For example, in order for transactions to appear on the **July** invoice:

- School districts must key and submit transactions **by May 30, at 3:00 pm.**
- Public agencies must key and submit transactions by **June 11, at 3:00 pm.**

If a school district or public agency keys and submits a 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 that they have been accurately uploaded.

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

Sincerely,

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

Enclosure: 2008 Health Billing Cut-Off Dates for Contracting School Districts and Public Agencies