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# Circular Letter

July 11, 2013

TO: **STATE AND CALIFORNIA STATE UNIVERSITY HEALTH  
BENEFITS OFFICERS AND ASSISTANT HEALTH BENEFITS  
OFFICERS**

SUBJECT: **DENTAL ENROLLMENT PROCESS FOR NEWLY RETIRING  
EMPLOYEES**

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**Employer Dental  
Enrollment  
Functionality**

This is a reminder of the dental enrollment process for you to follow using the my|CalPERS system (See Circular Letter 600-043-12).

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**Newly Retiring  
Employee  
Dental Process**

State and CSU Health Benefit Officers are responsible for processing their employees' dental enrollments as part of the separation to retirement process. If the employee declines retiree dental coverage, then no action is required. Employees wishing to continue retiree dental coverage require the employee to complete a ***Dental Plan Authorization Form*** (STD-692), to initiate retiree dental coverage. You will process the dental enrollment in my|CalPERS and retain the form in the employee's file.

**Do not send the STD-692 to CalPERS to have the separating employee enrolled in retiree dental coverage. Should CalPERS receive unprocessed dental enrollment documents, we will contact you directly to assist you in processing these transactions.**

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**Employee  
Separation  
Process**

It is imperative that you process the new retiree dental enrollment prior to processing the permanent separation (S70/S71) transaction in the State Controller's system. Once the employee is separated from your agency, you can no longer process transactions on their behalf; therefore, you must process the dental enrollment before the employee has a separation date on the my|CalPERS system.

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## Dental Enrollment for Newly Retiring Employees, Continued

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### my|CalPERS Dental Enrollment Process

Step-by-step instructions for processing dental enrollments in my|CalPERS can be found in the student guide, Course 102: [Health Enrollment Basics for State Employers](#).

To find the student guide, log in to **www.calpers.ca.gov**. Under the *Employers* tab, select *Employer Education & Events*, then *Employer Education* and finally my|CalPERS *Training*.

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### Completion of Dental Enrollment

Once you process the new dental enrollment transaction, the enrollment will remain in a pending status until the employee's retirement is finalized. When the employee is released to retirement roll, his or her health benefits will be applied into retirement. The medical (health) enrollment will show as "Continuation of Health into Retirement" and the dental enrollment will be released from its pending status and confirmed as a "New Retiree Dental Enrollment." This information will be transmitted to the appropriate carriers on a daily basis

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### Training

my|CalPERS Employer Classes have incorporated the dental enrollment process into the training sessions for employers. You will find this and other training classes by logging in to **www.calpers.ca.gov**. Under the *Employers* tab, select *Employer Education & Events*, then *Employer Education* and finally my|CalPERS *Training*.

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### Questions

If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

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KAREN DeFRANK, Chief  
Customer Account Services Division