



California Public Employees' Retirement System
P.O. Box 942709
Sacramento, CA 94229-2709
(888) CalPERS (or **888-225-7377**)
TTY: (877) 249-7442
www.calpers.ca.gov

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Circular Letter

August 10, 2015

TO: ALL PEMHCA HEALTH BENEFITS OFFICERS AND ASSISTANT HEALTH BENEFITS OFFICERS

SUBJECT: 2015 CALPERS OPEN ENROLLMENT EDUCATION SERIES

The purpose of this Circular Letter is to inform you about the 2015 CalPERS Open Enrollment Education Series, including how to request an onsite Open Enrollment Health Fair and information on CalPERS 2016 Health Plan Decision Tool Promotional Videos.

Onsite Open Enrollment Health Fairs

CalPERS, in coordination with our Health Plan Partners, will participate in a limited number of onsite Open Enrollment Health Fairs. Considerations to determine whether an onsite health fair is right for your agency are:

- Did your agency host a well-attended onsite health fair last year?
- What methods do you use to increase attendance at your health fair?
- If your agency does not require mandatory attendance by employees, what percentage of your employees would be able to attend a one to two-hour health fair on a specified day?
- Do your employees have access to computers and the Internet to obtain information about health benefits?
- How does the Open Enrollment period of September 14 – October 9, 2015 impact your resources such as facility space, budget, or staffing?
- Does your agency have staff resources available to coordinate and promote an onsite health fair?

Scheduling an Onsite Health Fair

To request an Onsite Health Fair, download and submit the Onsite Fair Request form at www.calpersoerequest.org. If your request for an Onsite Health Fair is approved, the Health Plan Partners will coordinate directly with your agency for scheduling and logistics.

2016 CalPERS Health Plan Decision Tools Promotional Videos

In addition to hosting Onsite Health Fairs, employers can provide employees with the CalPERS Health Plan Decision Tools Promotional Videos. The video series provides members and employers with a convenient opportunity to learn about and compare the 2016 health plan benefits, rates and services. This video series will include key decision making tools such as:

- The 2016 Health Benefit Summary Guide
- The 2016 Health Plan Premiums

Easy Access To Health Plan Decision Making Tools

In early September, members may go to www.calpers.ca.gov and select Members, and then scroll down and select [View CalPERSNetwork Videos](#). Next, enter “Health Care Decision Videos,” in the search box and hit enter. Links to the videos will also be available on CalPERS social media channels:

- www.facebook.com/mycalpers
- www.twitter.com/calpers
- www.youtube.com/calpersnetwork

Important Dates

Submission of applications for priority health fair requests no later than	August 14, 2015
Onsite health fair calendar	August 24 – October 9, 2015
Posting of Web-based video Presenting the 2016 CalPERS Health Plans	Early September 2015
2015 Open Enrollment period	September 14 – October 9, 2015

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No Gifts Policy

To comply with CalPERS guidelines, no gifts (such as pens, cups, clothing, food, etc.), prizes for raffles or drawings, game prizes, or giveaways under any circumstances are to be distributed at any health fairs or open enrollment functions from September 14 - October 9, 2015, and or any health fair for the sole purpose of initial enrollment, regardless of date. Furthermore, any literature provided to members at these two types of events must be limited to educational information about the health plans. This policy applies to the Health Plan Partners, not agencies hosting Onsite Open Enrollment Fairs.

Questions

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

MICHAEL BOWMAN, Chief
Special Programs & Marketing Division