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Circular Letter

July 8, 2016

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

SUBJECT: CALPERS INSTRUCTIONS FOR ONSITE OPEN ENROLLMENT HEALTH FAIRS

The purpose of this circular letter is to inform you that the online 2016 Health Fair Registration System will be available starting July 6, 2016. Employers must use the system to request CalPERS Health Plan Partners attendance at Health Fairs.

Registration for the Health Fairs is on a “first-come, first-served” basis, and the frequency and duration of our Health Plan Partners visitations will be limited. This is necessary to allow our Health Plan Partners to equitably serve participating employers.

The online Open Enrollment Health Fair Registration scheduling tool, found at www.calpersoerequest.org must be used to schedule onsite health fairs beginning August 23 and ending October 7, 2016. Requests for Health Plan Partners visitation will not be accepted after that time.

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.

Important Dates

Site www.calpersoerequest.org opens	July 6, 2016
Submission of applications for priority Health Fair requests no later than	August 12, 2016
Onsite Health Fair calendar	August 23 – October 7, 2016
Posting of CalPERS Health Plan Decision Tools Promotional Videos	August 15, 2016
2016 Open Enrollment period	September 12 – October 7, 2016

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 12 - October 7, 2016, 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 only 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**).

Renee Ostrander, Chief
Employer Account Management Division