

This Circular Letter has been superseded by [Circular Letter 600-040-18 \(PDF\)](#).



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Health Benefits

Circular Letter

December 15, 2017
Circular Letter: 600-059-17
Distribution: IV, V, X

To: All CSU and State Employers
Subject: Dependent Eligibility Verification Employer Responsibilities

Purpose

The purpose of this letter is to inform you of the implementation of the approved regulatory changes that clarify verification standards for dependent eligibility. The Dependent Eligibility Verification (DEV) process, sometimes referred to as the Dependent Re-verification (DRV) process by CalHR, is authorized by Senate Bill (SB) 98.

Background

In June 2015, SB 98 was passed creating Government Code 22843.1 requiring State and CSU employers to:

- Verify the eligibility of all employee dependents prior to enrolling them in a health plan.
- Maintain a record of the verifying documentation for each dependent.

Validate/verify dependent eligibility at least once every three years for most dependents.

Employer Responsibilities

Each agency is responsible for timely validation of supporting documentation and updating my|CalPERS accordingly.

Eligible Dependents

Beginning February 1, 2018, recurring dependent verification will be required for:

- Spouses
- Registered domestic partners
- Natural born children
- Adopted children
- Step-children
- Children of registered domestic partners

Letters to Employees

CalPERS will mail letters to each employee beginning February 2018, based on the employee's birth month. CalPERS will mail up to three notification letters to every employee with at least one dependent.

Letter	When	What
Initial Notice	90 days prior to the 1 st of the month following the employee's birthday	The notice provides information to employees on their upcoming verification date, and the names of the dependents for which documentation must be submitted to verify their continued eligibility. Employees are instructed to submit the required documentation to their agency's personnel office.
Reminder Notice	60 days prior to the 1 st of the month following the employee's birthday	The notice reminds employees to submit verification documents for their dependents to their employers. If the documentation has already been submitted and processed by the agency's personnel officer, subsequent reminders will not be sent.
Deletion Notice	30 days prior to the 1 st of the month following the employee's birthday	The notice informs employees which dependents were not verified and the date they will be deleted. This notice directs them to their employer for additional questions on verifying their dependents.

Notification letters will be mailed by CalPERS to the employee's mailing address on file in the my|CalPERS system. Employees must provide the required documentation to their employers prior to their final filing date indicated on the letter. If documentation is not provided to the employer by the final filing date, the dependent(s) will be removed automatically from the employee's health coverage.

Required Documentation

The information provided in the employee's notification letter will request the following supporting documentation to verify dependent eligibility:

Spouse:

A copy of a Marriage Certificate AND one of the following documents:

- A copy of the front page of the most recent federal or state tax return confirming dependent as your spouse **OR**
- A copy of a document dated within the last 60 days showing current relationship status, such as a recurring household bill or joint statement of account. The document must list employee's name, the name of spouse, and address. In the situation of spouses who keep their finances separate, employees may provide separate household bills or account statements, as long as they show the same address and are not older than 60 calendar days.

Registered Domestic Partner:

A copy of the Declaration of Domestic Partnership registered with the California Secretary of State AND one of the following documents:

- A copy of the front page of the most recent federal or state tax return confirming dependent as your domestic partner **OR**
- A copy of a document dated within the last 60 days showing current relationship status, such as a recurring household bill or joint statement of account. The document must list employee's name, the name of partner, and address. In the situation of registered domestic partners who keep their finances separate, employees may provide separate household bills or account statements, as long as they show the same address and are not older than 60 calendar days.

Natural-Born, Adopted (or Placement for adoption), Step, or Registered Domestic Partner's children up to age 26*:

- A copy of the child's birth certificate or adoption certificate naming the employee, spouse, or domestic partner as the parent of the child **OR**
- A copy of the court order naming the employee, spouse, or domestic partner as the legal guardian of the child.

* For a stepchild or domestic partner's child, the employee must also provide documentation demonstrating relationship to the employee's spouse or domestic partner as requested above.

Procedures

Procedures outlining the Dependent Enrollment Verification process are available in the student guides section of www.calpers.ca.gov.

Reason Codes

To facilitate this new verification process, CalPERS is adding new health reason codes in my|CalPERS in December 2017.

Reason Number	Reason Name	Description
913	Verification of Dependent	HBOs should use this code when all documentation has been received and the dependent is verified.
220	Reenrollment of Verified Dependent	HBOs should use this code to re-enroll a dependent after a batch or online Delete Dependent – Did Not Verify health event has been processed.
331	Delete Dependent – Did Not Verify – Online	HBOs can use this code to preemptively delete dependents who were not verified during the recertification process. However, if HBOs do not process a deletion, the system will automatically process a deletion batch if a dependent is not verified.
854	Delete Dependent – Did Not Verify – Batch	HBOs cannot use this code when an employee fails to verify their dependent. It is an automated deletion batch in my CalPERS.

Reports

The following three reports will be available in my|CalPERS to identify the employees who fall under this verification process:

- Dependent Verification End Date Employer Report – HBOs will use this report to show a list of the employee's dependent(s) by the selected verification end date.
- Dependent Verification Health Event Employer Report – HBOs will use this report to show a list of dependent(s) that have been deleted with the Delete Dependent – Did Not Verify health event and/or a list of dependents that were verified with the Verify Dependent – Verification of Dependent health event.
- Dependent Verification Dependents with Past Due or No End Date Active Health Report – HBOs will use this to identify any dependents that remain enrolled despite their certification being either past due or missing.

FAQs

The State Employee and Employer Frequently Asked Questions are available online at [FAQs for State Employees](#) and [FAQs for State HR Offices](#). CSU versions are available online at [FAQs for CSU HR Offices](#) and [FAQs for CSU Employees](#).

Questions

If you have any questions, please visit www.calpers.ca.gov or call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Rob Jarzombek, Chief
Health Account Management Division

Attachments: State Employee Dependent Verification Letter
CSU Employee Dependent Verification Letter
CSU Employee Dependent Verification Affidavit

OUTDATED