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Health Benefits

Circular Letter

May 9, 2018

Circular Letter: 600-029-18

Distribution: Special

To: All CalPERS Health Benefits Officers and Assistant Health Benefits Officers
Subject: Use of Electronic Signatures on Health Benefits Plan Enrollment Form (HBD-12)

Purpose

This Circular Letter is to inform you that all CalPERS employers may now accept electronic signatures on the CalPERS Health Benefits Plan Enrollment Form (HBD-12). Employers may amend the HBD-12 to have additional fields to include information pertinent to their business needs. However, the modified HBD-12 must still include all fields and information requested on the HBD-12.

Employer Responsibilities

Employers remain responsible for obtaining and retaining form HBD-12, and documentation that supports eligibility for enrollment and mandatory changes for employees and their dependents. Additionally, employers shall:

- Obtain required supporting documentation as proof of eligibility prior to enrollment
- Ensure only eligible employees and family members are enrolled in order to comply with all provisions of PEMHCA
- Confirm enrollment forms are complete, free of errors and signed, either electronically or physically, by you and the employee
- Retain enrollment forms and supporting documentation in the employee's official personnel file
- Approve enrollments for employees and/or their dependents

- Process health transactions timely and accurately

Additional Information

Review the health benefits guides for eligibility requirements and a list of supporting documentation.

[Public Agency & Schools Health Benefits Guide \(PDF\)](#)

[State Health Benefits Guide \(PDF\)](#)

Questions

If you have any questions, 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