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Circular Letter

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TO: **ALL PUBLIC AGENCY AND SCHOOL EMPLOYERS**

SUBJECT: **NEW ONLINE HEALTH BENEFITS PROCEDURES GUIDE**

The Customer Service and Outreach Division is pleased to announce the online publication of the latest edition of the [CalPERS Public Agency & Schools Health Benefits Procedure Guide](#) (Guide) for contracting employers participating in the CalPERS Health Benefits Program.

This Guide will be available exclusively online from CalPERS. In addition to supporting CalPERS' efforts to go green, the online version allows us to make changes more quickly, ensures you have the most current information and is easy to use with links that take you directly to the information you need. This new online edition, with its updated information, should replace in its entirety any previous editions you or your staff may have.

This publication provides simplified explanations for often complex laws and is designed to assist you in conducting health benefits business with CalPERS. We encourage you to share this information with all staff who have the responsibility of enrolling employees into CalPERS health benefits, processing or submitting health transactions or conveying health benefit information to staff.

The Guide will be updated on a biannual basis and all revisions will be distributed via CalPERS On-Line only. Please check the Public Agency & Schools Health Benefits Procedure Guide page on [CalPERS On-Line](#) for the revision history.

If you have questions about the CalPERS Health Benefits Procedure Guide, please contact us at **888 CalPERS** (or **888-225-7377**).

LORI MCGARTLAND, Chief
Customer Service and Outreach Division