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Circular Letter

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TO: **STATE AND CALIFORNIA STATE UNIVERSITY HEALTH BENEFITS OFFICERS AND ASSISTANT HEALTH BENEFITS OFFICERS**

SUBJECT: **NEW RETIREE DENTAL ENROLLMENT PROCESS**

New Retiree Dental Enrollment Functionality

CalPERS is pleased to announce our integrated my|CalPERS system now provides you the ability to process new retiree dental enrollments online. This new system functionality streamlines the State and CSU employer dental enrollment process for employees separating to retire and electing to continue enrollment as a retiree.

New Retiree Dental Process Change

Effective immediately, State and CSU Health Benefit Officers will process new dental enrollments as part of the separation to retire process for employees. You should continue to complete the administrative **STD-692 Dental Plan Authorization Form**, and retain the form in the employee's file after you have processed the dental enrollment in my|CalPERS.

If the employee elects to decline dental enrollment as a retiree then no further action is required.

Separation Process

It is imperative that you process the new retiree dental enrollment prior to processing the permanent separation (S70/S71) transaction in the myCalPAYS/SCO PIMS system. Once the employee has separated from your agency, you can no longer process transactions on their behalf; therefore, you must process the dental enrollment before the employee has a separation date on the system.

Dental Enrollment Process

Follow the step by step instructions on page 66 of Course 102: [Health Enrollment Basics for State Employers](#) student guide.

To find the student guide Course 102: Health Enrollment Basics for State Employers, go to the Employers tab on CalPERS On-Line and select Employer Education & Events, then Employer Education, and finally [my|CalPERS Training](#).

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**Completion
of Dental
Enrollment**

Once you process the new dental enrollment transaction, the enrollment will remain in a pending status until the employee's retirement is finalized. When the employee is released to retirement roll, his or her health benefits will be applied into retirement. The medical (health) enrollment will show as "Continuation of Health into Retirement" and the dental enrollment will be released from its pending status and confirmed as a "New Retiree Dental Enrollment." This information will be transmitted to the appropriate carriers at the end of that day.

Training

my|CalPERS Employer Classes have incorporated the new dental enrollment process into training sessions for employers. You can find this and other training classes by going to the Employers tab on CalPERS On-Line and select Employer Education & Events, then Employer Education, and finally [my|CalPERS Training](#).

Questions

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

KAREN DeFRANK, Chief
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