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# Circular Letter

**TO: ALL PEMHCA HEALTH BENEFITS OFFICERS AND ASSISTANTS FOR CONTRACTING SCHOOL DISTRICTS AND PUBLIC AGENCIES**

**SUBJECT: 2010 HEALTH BILLING CUT-OFF DATES AND HOW PAYMENTS ARE APPLIED**

## 2010 HEALTH BILLING CUT-OFF DATES

Attached is a copy of the Health Billing Cut-Off Dates for billing months January through August 2010 for contracting school districts and public agencies. Additional correspondence will follow as billing cut-off dates become available.

All Automated Communication Exchange System (ACES) batch transactions must be keyed and submitted by 3:00 pm on the cut-off date for each billing month.

Cut-off dates differ for school districts and public agencies; for example, in order for a batch transaction to appear on the **March 2010** invoice, employers must key and submit transactions by the following timeframes:

- School districts: **January 29, 2010 by 3:00 pm.**
- Public agencies: **February 10, 2010 by 3:00 pm.**

If a school district or public agency keys and submits a transaction after the cut-off date, the transactions will appear on the following month's invoice. In addition, employers must verify all transactions within ACES batches to ensure that they have been accurately uploaded.

## HOW PAYMENTS ARE APPLIED

CalPERS wants to ensure your payments are applied accurately and timely. To streamline reconciliation, please send a copy of the invoice with the monthly payment, **as billed** using Electronic Fund Transfer (EFT) or mail.

**Underpayments:** If an employer does not pay the full amount provided under *Total Payment Due*, the payment received will be applied to the current period only and not to any past due amounts. The *Total Payment Due* includes current *Invoice ID*, any past due *Invoice ID* and assessed interest from any prior delinquent month(s).

Please advise CalPERS prior to payment date, if payments need to be applied to prior months, as we will continue to assess interest on past due month's *Invoice IDs*.

CalPERS will reverse assessed interest, if employers can provide documentation that payment was received timely and in full.

**Overpayments:** Employers who overpay the *Total Payment Due* amount and there is not a past due *Invoice ID*, the current *Invoice ID* will be paid and closed, and credit will be applied to a future *Invoice ID*.

If you need assistance, please contact our Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

Sincerely,

Holly A. Fong, Chief  
Office of Employer and Member Health Services

Attachment  
2010 Health Billing Cut-Off Dates for Contracting School Districts and Public Agencies



## **2010 Health Billing Cut-Off Dates Contracting School Districts and Public Agencies**

<b>Billing Month</b>	<b>School Districts</b>	<b>Public Agencies</b>
January	11/30/09	12/10/09
February	12/31/09	01/11/10
March	01/29/10	02/10/10
April	02/26/10	03/10/10
May	03/30/10	04/12/10
June	04/30/10	05/10/10
July	05/28/10	06/10/10
August*	06/30/10	07/12/10

### **Important Note**

ACES batch transactions are picked up Monday thru Friday at 3:00 pm, excluding State holidays.

ACES batch transactions are picked up at 1:00 pm between the first day of the designated Open Enrollment period thru December 31<sup>st</sup>.

(\*) Billing cut-off dates are provided through the billing month of August 2010. Additional correspondence will follow as billing cut-off dates for September through December 2010 become available.