

SAMPLE Memorandum

To: ALL [EMPLOYER NAME] EMPLOYEES

From: [NAME OF SENDER]
[Title of sender]

Subject: CALPERS DEPENDENT ELIGIBILITY VERIFICATION PROJECT

This memorandum is to inform you of an upcoming CalPERS project regarding dependent health coverage for CalPERS health plan subscribers.

In an effort to help control rising health care costs, [Employer name] is working with CalPERS to ensure that all dependents enrolled in a CalPERS health plan are eligible for coverage.

Starting in July 2013, CalPERS will launch the Dependent Eligibility Verification (DEV) project, which will require all employees with one or more dependents on their health plan to provide supporting documentation of their dependents' eligibility for our health benefits.

The initial phase of the DEV project includes an amnesty period that runs from now through June 30, 2013. During this specified period of time, we encourage you to review the definition of an eligible dependent on the CalPERS website and identify any dependents currently on your health plan who do not meet the eligibility criteria. Those dependents who should be removed from coverage will be disenrolled on a prospective (future) basis. This avoids the risk that coverage could be cancelled retroactively. Amnesty, as used in this communication, does not apply to employer-initiated disciplinary action for wrongful conduct or criminal investigations, if applicable.

If you are a primary health plan subscriber with one or more dependents, you will soon receive a letter from CalPERS with further details on the DEV project, including dependent eligibility criteria and an *Amnesty Disenrollment Document*. This document will ask you to identify any ineligible dependents who should be removed from coverage. If you wish to take advantage of the amnesty period and remove those dependents from your health plan who do not meet the eligibility criteria, you must complete and submit the *Amnesty Disenrollment Document* to the Human Resources Division **prior to June 30, 2013** to allow for timely processing.

If you have questions regarding this information, please review the DEV project information on CalPERS On-Line at www.calpers.ca.gov.