



California Public Employees' Retirement System  
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## Announcements

# Circular Letter

June 20, 2018

Circular Letter: 200-046-18

Distribution: VI, XII, XVI

**To: All Public Agency Employers, County Superintendent of Schools and Individual School Districts**

**Subject: Introducing Social Security Functionality**

### Purpose

The purpose of this Circular Letter is to inform all public employers that CalPERS has enhanced its myCalPERS system to allow both CalPERS and non-CalPERS contracting agencies to do business with the State Social Security Administrator (SSSA). The new features include:

- Initiate or amend a Social Security or Medicare Agreement
- Provide responses to the Annual Information Request (AIR) – The AIR form is a questionnaire that assists SSSA to communicate with public agencies annually and ensure tax compliance according to the Social Security laws.

### Background

CalPERS is the official State Social Security Administrator. The Social Security Administration (SSA) requires each state to designate an official to act for the state in administering that state's Section 218 Agreement. A Section 218 Agreement is a voluntary Agreement between the state and the SSA to provide Social Security and Medicare coverage for state and local government employees. As the official State Social Security Administrator, CalPERS has the following roles:

- Serve as the liaison between SSA, Internal Revenue Service (IRS), public entities and stakeholders
- Process modifications for public entities to provide coverage for their employees
- Maintain Section 218 related records

- Perform education and outreach

## Accessing myCalPERS

If the agency does not have access to myCalPERS, a student guide with step-by-step instructions to gain access is available at [www.calpers.ca.gov/sssa](http://www.calpers.ca.gov/sssa)

The agency would designate a System Access Administrator (SAA) who is the main point of contact and provides myCalPERS access to users. The SAA can create a Social Security Administrator as a contact type and assign the Social Security Administrator permission. The designee will be able to view:

- An Agreements tab:
  - If the agency has or had a section 218 Agreement, the available details and documents will be located under this tab
  - Initiate a New Social Security/Medicare Agreement or amend an existing Agreement
- A “SSA Annual Information Request” link that is located under the left-hand navigator. Throughout the year, agencies will receive notification that the Annual Information Request form is available and the link will be activated.

## Questions

If you have any questions, please contact the State Social Security Administrator’s Office via email at [sssa.education@calpers.ca.gov](mailto:sssa.education@calpers.ca.gov) or call 916-795-0810 or call our CalPERS Customer Contact Center at **(888) CalPERS** (or **888-225-7377**).

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