



California Public Employees' Retirement System  
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## Health Benefits

# Circular Letter

June 13, 2018

Circular Letter: 600-036-18

Distribution: Special

**To: All CalPERS Health Benefits Officers and Assistant Health Benefits Officers**  
**Subject: 2018 Onsite Open Enrollment Health Fairs**

### Purpose

This Circular Letter is to inform you about 2018 Onsite Open Enrollment Health Fairs. An Onsite Open Enrollment Health Fair is a great way to raise awareness of the CalPERS Health Program to all your employees so they can make an informed decision during the upcoming Open Enrollment period. As in the past, availability for the Health Fairs, as well as the frequency and duration of our Health Plan Partners' visits, will be limited. This is necessary to ensure they are able to equitably serve all participating employers.

### Scheduling an Onsite Health Fair

To schedule an onsite Health Fair at your agency, please use the online tool found at [www.calpersoerequest.org](http://www.calpersoerequest.org). We expect the registration site to be available no later than Friday, July 6, 2018, and fairs should be held between August 20, 2018 and October 5, 2018. Priority consideration will be given to requests received by August 13, 2018. Once you submit a request, each of the Health Plan Partners will be notified and contact your agency to confirm if they are able to attend, and will work directly with you to arrange scheduling and logistics.

### Important Dates

- July and August – CalPERS Health Program Workshops held throughout the state; see Circular Letter #600-035-18 for dates, times, locations, and how to register
- July 6 – Onsite Open Enrollment Health Fair registration opens at [www.calpersoerequest.org](http://www.calpersoerequest.org)

- August 13 – Deadline for priority onsite fair requests
- August 20 to October 5 – Timeframe to conduct fairs
- August 27 – Annual Health Plan Statements released
- September 10 – Last date to request onsite fair
- September 10 – October 5 – 2018 Health Open Enrollment Period

### **Gifts and Literature Policy**

To comply with CalPERS guidelines, under no circumstances are gifts (such as pens, cups, clothing, food, etc.), prizes for raffles or drawings, game prizes, or giveaways to be distributed at any health fairs or open enrollment functions, or any Health Fair held for the sole purpose of initial enrollment, regardless of date. Furthermore, any literature provided to members at these two types of events must be limited to educational information about the Health Plans. This policy applies only to the Health Plan Partners, not agencies hosting Onsite Open Enrollment Fairs.

### **Questions**

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

Rob Jarzombek, Chief  
Health Account Management Division