



California Public Employees' Retirement System  
P.O. Box 942715 | Sacramento, CA 94229-2715  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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## Health Benefits

# Circular Letter

June 7, 2018

Circular Letter: 600-040-18

Distribution: IV, V, X

**To: All CSU and State Employers**  
**Subject: Dependent Eligibility Verification Employer Responsibilities**

### Purpose

This Circular Letter supersedes Circular Letter [600-059-17](#). The purpose of this letter is to inform you of recent changes made to the Dependent Eligibility Verification (DEV) process, sometimes referred to as the Dependent Re-verification (DRV) process by the California Department of Human Resources (CalHR).

Based on employer feedback, notification letters will be mailed 30 days earlier, starting with the October birth months. The due date for employees to provide verification documents has been moved up to the first day of their birth month. This schedule adjustment will provide human resources personnel additional time to process these transactions while also reducing any unnecessary impacts to subscribers and their families. In addition, information regarding roll cutoff on the 10th of the employee's birth month and the requirement of the CalHR 781 form for state employees has been added to the notification letters.

### Background

In June 2015, SB 98 passed creating Government Code 22843.1 requiring state and CSU employers to:

- Verify the eligibility of all employee dependents prior to enrolling them in a health plan
- Maintain a record of the verifying documentation for each dependent
- Validate/verify dependent eligibility at least once every three years for most dependents

## Employer Responsibilities

Each agency is responsible for timely validation of supporting documentation and updating my|CalPERS accordingly.

## Eligible Dependents

Beginning February 1, 2018, recurring dependent verification will be required for:

- Spouses
- Registered domestic partners
- Natural born children
- Adopted children
- Stepchildren
- Children of registered domestic partners

## Notices

CalPERS will mail letters to each employee beginning February 2018, based on the employee's birth month. CalPERS will mail up to three notification letters to every employee with at least one dependent.

Letter	When	What
Initial Notice	90 days prior to the first of the employee's birth month	The notice provides information to employees on their upcoming verification date, and the names of the dependents for which documentation must be submitted to verify their continued eligibility. Employees are instructed to submit the required documentation to their agency's personnel office. The notice informs employees about potential monies owed if documents are not submitted timely.
Reminder Notice	60 days prior to the first of the employee's birth month	The notice reminds employees to submit verification documents for their dependents to their agency's personnel office. If the documentation has already been submitted and processed by their agency's personnel officer, subsequent reminders will not be sent. The notice informs employees about potential monies owed if documents are not submitted timely.
Cancellation Notice	30 days prior to the first of the employee's birth month	The notice informs employees which dependents were not verified and the date on which they will be deleted. The notice informs employees about potential monies owed if documents are not submitted timely.

Notification letters will be mailed by CalPERS to the employee's mailing address on file in my|CalPERS. Employees must provide the required documentation to their employers prior to the final filing date indicated on the letter. If documentation is not provided to the employer by the final filing date, the dependent(s) will be removed automatically from the employee's health coverage.

## **Required Documentation**

The information provided in the employee's notification letter will request the following supporting documentation to verify dependent eligibility:

### **Spouse:**

A copy of a marriage Certificate and one of the following documents:

- A copy of the front page of the most recent federal or state tax return confirming dependent as your spouse
- A copy of a document dated within the last 60 days showing current relationship status, such as a recurring household bill or joint statement of account. The document must list employee's name, the name of spouse, and address. In the situation of spouses who keep their finances separate, employees may provide separate household bills or account statements, if the documents show the same address and are not older than 60 calendar days.

### **Registered Domestic Partner:**

A copy of the Declaration of Domestic Partnership form registered with the California Secretary of State and one of the following documents:

- A copy of the front page of the most recent federal or state tax return confirming dependent as your domestic partner
- A copy of a document dated within the last 60 days showing current relationship status, such as a recurring household bill or joint statement of account. The document must list employee's name, the name of partner, and address. In the situation of registered domestic partners who keep their finances separate, employees may provide separate household bills or account statements, if the documents show the same address and are not older than 60 calendar days.

### **Natural-Born, Adopted (or Placement for Adoption), Step, or Registered Domestic Partner's Children up to age 26\*:**

A copy of one of the following documents:

- Child's birth certificate or adoption certificate naming the employee, spouse, or domestic partner as the parent of the child
- Court order naming the employee, spouse, or domestic partner as the legal guardian of the child

\* For a stepchild or domestic partner's child, the employee must also provide documentation demonstrating relationship to the employee's spouse or domestic partner as requested above.

## Procedures

Procedures outlining the Dependent Eligibility Verification process are available in the [my|CalPERS Health Dependent Eligibility Verification \(PDF\)](#) on the [my|CalPERS Student Guides](#) page of the CalPERS website.

## Reason Codes

To facilitate this new verification process, CalPERS added new health reason codes in my|CalPERS in December 2017.

Reason Number	Health Event Reason	Description
913	Verification of Dependent	Employers should use this health event reason when all documentation has been received before the cancellation date.
220	Reenrollment of Verified Dependent	Employers should use this health event reason to enroll dependents on a prospective basis if the supporting documents are received on or after the cancellation date.
331	Delete Dependent – Did Not Verify – Online	Employers can use this health event reason to preemptively delete dependents who were not verified during the recertification process. However, if health benefits officers (HBOs) do not process a deletion, my CalPERS will automatically process a deletion batch if a dependent is not verified.
854	Delete Dependent – Did Not Verify – Batch	Employers cannot use this health event reason when an employee fails to verify their dependent. It is an automated deletion batch in my CalPERS.

## Reports

The following three Cognos reports are available in my|CalPERS to identify employees who fall under this verification process:

- Dependent Verification End Date Employer Report – HBOs will use this report to show a list of the employee’s dependent(s) by the selected verification end date.
- Dependent Verification Health Event Employer Report – HBOs will use this report to show a list of dependent(s) that have been deleted with the Delete Dependent – Did Not Verify health event and/or a list of dependents that were verified with the Verify Dependent – Verification of Dependent health event.
- Dependent Verification Dependents with Past Due or No End Date Active Health Report – HBOs will use this to identify any dependents that remain enrolled despite their certification being either past due or missing.

## More Information

You can find more information on CalHR’s website, including:

- [Dependent Re-Verification FAQs for Employees Re-verifying Family Members](#)
- [Dependent Re-Verification FAQs for Human Resource Offices](#)

You can find more information on The California State University website, including:

- [Dependent Re-Verification FAQs CSU Campus Benefit Offices \(DOCX\)](#)
- [Dependent Re-Verification FAQs Employees Re-verifying Family Members \(DOCX\)](#)

## Questions

If you have any questions, visit [www.calpers.ca.gov](http://www.calpers.ca.gov) or call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Rob Jarzombek, Chief  
Health Account Management Division

**Attachments:** State Employee Dependent Verification Letter  
State Employee Dependent Cancellation Letter  
CSU Employee Dependent Verification Letter  
CSU Employee Dependent Cancellation Letter  
CSU Employee Dependent Verification Affidavit