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Health Benefits

Circular Letter

February 25, 2019

Circular Letter: 600-010-19

Distribution: Special

To: All CalPERS Health Benefits Officers and Assistant Health Benefits Officers
Subject: Use of Electronic Signatures on Designated Health Enrollment Documents

Purpose

This Circular Letter supersedes Circular Letter [600-029-18 \(PDF\)](#). The purpose of this letter is to inform you that all CalPERS employers may now accept electronic signatures for the following documents:

- Health Benefits Plan Enrollment Form (HBD-12)
- Affidavit of Parent-Child Relationships (HBD-40)
- CalPERS Dependent Verification Affidavit (not CalHR-781)
- COBRA Election Form (Active) (HBD-85)
- Direct Payment Authorization (HBD-21)

Employers may amend these forms or create new versions of the forms within their systems. These forms may include additional fields pertinent to the employer's business needs, however, the new or modified forms must still include all fields and information requested on the CalPERS forms.

Employer Responsibilities

Employers remain responsible for obtaining and retaining the designated health enrollment document electronically, and any documentation that supports eligibility for these employees and their dependents.

Additionally, employers shall:

- Obtain required supporting documentation as proof of eligibility prior to enrollment
- Ensure only eligible employees and family members are enrolled in compliance with all provisions of the Public Employees' Medical & Hospital Care Act (PEMHCA)
- Confirm documents are complete, free of errors, and signed, either electronically or physically, by the health benefit officer and the employee
- Retain documents and supporting documentation in the employee's official personnel file, whether electronic or physical
- Ensure the documents are readily available upon request
- Approve enrollments for employees and/or their dependents
- Process health transactions timely and accurately

Additional Information

Review the health benefits guides for eligibility requirements and a list of supporting documentation.

- [Public Agency & Schools Health Benefits Guide \(PDF\)](#)
- [State Health Benefits Guide \(PDF\)](#)

Circular Letter [600-040-18 \(PDF\)](#) describes the Dependent Eligibility Verification employer responsibilities for state employers.

Circular Letter [600-008-15 \(PDF\)](#) describes the parent-child relationship process.

Questions

If you have any questions, visit our website at www.calpers.ca.gov or contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Rob Jarzombek, Chief
Health Account Management Division