



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)

---

## Health Benefits

# Circular Letter

December 17, 2019

Circular Letter: 600-058-19

Distribution: Special

**To: All Non-Centralized State Agencies**

**Subject: New Process for Non-Centralized Agency 2020 Kaiser Permanente Health Premiums Billing and Payment**

### Purpose

The purpose of this Circular Letter is to provide updated information regarding non-centralized agency billing and payments for Kaiser Permanente (Kaiser) health premiums.

Effective December 16, 2019, CalPERS, instead of Kaiser, will bill non-centralized agencies for member health premiums. Non-centralized agency billing will begin for the coverage month of January 2020. Non-centralized agencies must remit their health premiums payment to CalPERS for the January 2020 coverage month by January 5, 2020.

### Health Premiums Invoice

myCalPERS will generate the health premiums invoices for non-centralized agencies on December 16, 2019. This change will encompass all Kaiser health plans, both in-state and out-of-state.

### Health Premiums Statement

The Health Premiums Statement reflects the amounts payable for the total health benefits premiums. The Health Premiums Statement is applicable only to Kaiser health plans.

## **Health Premiums Payment**

The health premiums payment is due to CalPERS by the fifth day of the coverage month (see Health Premiums Payments table, enclosed). The non-centralized agency must issue checks payable to CalPERS and remit that payment along with a copy of the Health Premiums Statement to the following address:

**CalPERS  
Attn: Cash & Payment Processing Unit  
P.O. Box 942703  
Sacramento, CA 94229-2703**

Non-centralized agencies must make **full** payment of health premiums to CalPERS. CalPERS will work with non-centralized agencies to resolve any health premiums discrepancies that may arise on or after the January 2020 coverage month.

## **Health Premiums Receivables and Discrepancies Prior to January 2020**

Non-centralized agencies and Kaiser must collaborate to resolve any outstanding health premium receivables and discrepancies for billings that were created by Kaiser to non-centralized agencies prior to the January 2020 coverage month.

## **CalPERS Contact Information**

If you have questions or need information regarding the Health Premiums Invoice and Statement, call the Customer Contact Center at **888 CalPERS** (or **888-225-7377**). You may also send written inquiries to:

**CalPERS – Health Plan Research and Administration  
Health Plan Funded Services  
P.O. Box 1953  
Sacramento, CA 95812-1953**

For questions or information regarding payment collection, remittance and/or financial reporting as it relates to the Health Premiums Invoice and Statement, call

**888 CalPERS** (or **888-225-7377**). Written inquiries may be sent to:

**CalPERS – Financial Reporting & Accounting Services Division  
Health Accounting  
P.O. Box 942703  
Sacramento, CA 94229-2703**

For questions or information regarding health enrollment and eligibility as it relates to the Health Premiums Invoice and Statement, call

**888 CalPERS** (or **888-225-7377**). Written inquiries may be sent to:

**CalPERS**  
**Health Account Management Division**  
**P.O. Box 942715**  
**Sacramento, CA 94229-2715**

### **Non-Centralized Agencies Contact Information Updates**

The non-centralized agency Health Premiums Invoices and Statements are generated through myCalPERS using the main health benefit officer's contact information. For accurate delivery, update your agency's mailing information through myCalPERS to reflect the preferred contact, street address or P.O. Box, city, state, and ZIP code.

Marta Green, Division Chief  
Health Plan Research and Administration Division

### **Attachments:**

Health Premiums Statement  
Health Premiums Payments Table