



California Public Employees' Retirement System  
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## Health Benefits

# Circular Letter

October 15, 2021

Circular Letter: 600-064-21

Distribution: Special

**To: All CalPERS Health Benefits Officers and Assistant Health Benefits Officers**  
**Subject: Health Enrollment Self Service for Active Employees**

### Purpose

The purpose of this Circular Letter is to inform you that the California Public Employees' Retirement System (CalPERS) will be launching new myCalPERS functionality that will streamline the health enrollment process.

### New Functionality Coming Soon

To improve customer service and create efficiencies in the health enrollment process for your employees and human resources (HR) department, we're launching new [Health Enrollment Self Service](#) functionality that will allow active employees to submit most health enrollment changes, along with supporting documentation online to their employer, through their myCalPERS account. This will occur in the following phases.

### December 2021: Launch for Central State Agencies and Their Active Employees

This launch applies only to central state agencies and their employees. It excludes public agencies, schools, non-central state agencies, California State Universities (CSU), and their employees. Beginning December 5, 2021, with a qualifying event, central state active employees who are already enrolled in health benefits will be able to:

- Add or remove dependents
- Change health plans
- Recertify a parent-child relationship

- Cancel coverage

## **June 2022: Launch for All Employer Types and Active Employees; Excludes CSU**

Beginning June 19, 2022, public agencies, schools, non-central state agencies, and central state agencies, along with their active employees, will be able to use the new functionality. CSU and their employees are still excluded.

With this launch, all eligible active employees will be able to newly enroll themselves and their family into health benefits. Additionally, with a qualifying event, those already enrolled in health benefits will be able to:

- Add or remove dependents
- Change health plans
- Recertify a parent-child relationship
- Cancel coverage

In September 2022, active employees will be able to submit Open Enrollment plan changes online. After an employee changes their plan, no action is required by HR departments.

## **What You Need to Know**

After this new functionality is implemented, you'll receive electronic notification when your employees submit an enrollment change online. Your HR department is still responsible for making all eligibility determinations and will have the ability to approve or deny any changes. You can also run [Cognos](#) reports to keep informed of all health enrollment changes your employees make.

Prior to the launch, training and resources for you and your employees will be available. We'll communicate this information through Employer Bulletins, email, Employer News, and updates on the dedicated [webpage](#). Be sure to check the webpage often for the most current information.

## **How to Prepare**

Be sure to [subscribe](#) to Employer Bulletins on the CalPERS website. Ensure your primary health benefits officer (HBO) contact in myCalPERS is up to date. The contact designated as the primary HBO will receive an email when employees submit change requests in myCalPERS.

## Questions

We are committed to assisting you conduct business with the CalPERS Health Benefits Program. If you have any questions, please 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