



California Public Employees' Retirement System  
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## Health Benefits

# Circular Letter

July 8, 2021

Circular Letter: 600-047-21

Distribution: Special

**To:** Contracting Agency Health Benefits Officers and Assistant Health Benefits Officers

**Subject:** Contracting Agency Administrative Fee for Fiscal Year 2021-22, Contribution Change and Termination Processes, and Health Billing Dates

### Purpose

The purpose of this Circular Letter is to inform you of the contracting agency administrative fee for fiscal year 2021-22, and the contribution change and termination processes. Additionally, this letter provides health billing cutoff dates and other information about your health bill.

### Administrative Fee

The CalPERS Board of Administration has increased the Public Employees' Medical and Hospital Care Act (PEMHCA) administrative fee from 0.24% to 0.25% for fiscal year 2021-22, starting on July 1. The administrative fee is calculated on the total active and retired gross health premiums and billed to contracting agencies monthly. The new administrative fee becomes law upon passage of the State of California budget for the fiscal year 2021-22.

### Contribution Change Process

Contracting agencies have the option to revise their monthly employer health contribution. To do so, agencies must submit a change resolution, which becomes effective the first day of the second month following receipt by CalPERS. They must be filed with CalPERS by November 30, 2021 to become effective on January 1, 2022.

## Termination Process

Contracting agencies may elect to terminate their participation in PEMHCA by filing a termination resolution passed by a majority vote of their governing body. Termination resolutions must be filed with CalPERS no later than 60 days after the CalPERS Board approves the health premiums for the new contract year.

Termination resolutions must be received by CalPERS no later than September 13, 2021 at 5:00 p.m. to be effective on January 1, 2022. Termination resolutions are irrevocable once filed. Terminated agencies may not re-enter PEMHCA for five years from the termination date.

Contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) to request a change or termination resolution template from our Health Resolutions and Compliance Unit.

## 2021 Health Billing Cutoff Dates

The current billing cutoff dates for the remainder of calendar year 2021 are provided below. A full year of billing cutoff dates are provided to contracted agencies every January.

All employers must key and submit transactions by 11:59 p.m. on the cutoff date for each billing month. If a contracting agency keys and submits a transaction after the cutoff date, the transaction will appear on the subsequent month's statement. Employers must verify all transactions in myCalPERS to ensure they have been accurately uploaded.

Coverage Month	STRS Employees and Annuitants	PERS and OTHER (Non-PERS) Employees and Annuitants	Statement Available	Payment Due
07/2021	06/08/2021	06/09/2021	06/15/2021	07/09/2021
08/2021	07/06/2021	07/07/2021	07/15/2021	08/10/2021
09/2021	08/03/2021	08/11/2021	08/17/2021	09/10/2021
10/2021	08/31/2021 <sup>1</sup>	09/08/2021	09/15/2021	10/08/2021
11/2021	10/05/2021 <sup>1</sup>	10/06/2021	10/15/2021	11/10/2021
12/2021	11/02/2021 <sup>1</sup>	11/03/2021	11/16/2021	12/10/2021
01/2022	11/30/2021 <sup>1</sup>	12/08/2021	12/15/2021	01/10/2022

<sup>1</sup>Note these dates are subject to change as STRS will be going through a system migration during this time.

## **How Payments Are Applied**

All payments are mandated to Electronic Funds Transfer (EFT) only. Agencies may submit their EFT payment by logging in to myCalPERS at [my.calpers.ca.gov](http://my.calpers.ca.gov) and following the prompts on the **Payment Summary** page.

### **Underpayments**

The Total Payment Due includes the current Receivable ID, any past due Receivable ID(s), and assessed interest from any prior delinquent month(s).

If you do not pay the full amount provided under Total Payment Due of your billing statement, CalPERS will apply the payment we receive to the current period only and not to any past due amounts.

If you want to have your payment applied to a prior delinquency, you must specify each Receivable ID to which your payment should apply. Unless you specify the Receivable ID to which your payment should apply, we will continue to assess interest on the delinquent receivable.

If you provide documentation that confirms a payment was received on time and in full, the interest will be reversed.

### **Overpayments**

If you overpay the Total Payment Due amount when there is not a past due Receivable ID, the current Receivable ID will be paid and closed. The credit will be applied to a future Receivable ID.

## **Interest on Late Payments**

Payment must be received by the 10th day of each month. If the 10th day falls on a weekend or holiday, payment must be received by the preceding business day. Interest is assessed on the unpaid receivable balance beginning on the 11th day of the month at an annual rate of 10% until paid in full. Refer to [Circular Letter #600-026-15 \(PDF\)](#) for additional information regarding interest and delinquency.

## **Key Points in Reconciling**

We strongly encourage contracting agencies to reconcile their monthly statements to ensure all enrollments are accurately reflected for active and retired members. Reconciliation ensures that employers are accurately billed and only eligible members are receiving benefits. Below are helpful reminders for a successful reconciliation:

- Submit approved resolutions for contract changes in a timely manner.

- Report health enrollment transactions accurately and timely to ensure transactions will be reflected on the statement (refer to [Circular Letter #600-002-18 \(PDF\)](#)).
- Confirm health enrollment changes by utilizing the Monthly Employer Billing Roster in myCalPERS.
- Reconcile the monthly statement to the Monthly Employer Billing Roster to ensure coverage of eligible members only and the accuracy of their retirement system and medical group enrollment.
- Key permanent separation dates of members or deletion of dependents in myCalPERS in a timely manner to receive the allowed maximum refund (six months) of health premiums (refer to [Circular Letter #600-215-05 \(PDF\)](#)).
- Pay each statement on time and as billed, including assessed interest and penalties; any adjustments will be reflected on a future statement.
- There are two Public Agency (PA) Billing contacts. Ensure there is a Health PA Billing–PERS and/or Health PA Billing–Non-PERS contact listed for your agency. If you need to add one, select **Primary Contact** to ensure proper delivery of the monthly statement.

## Questions

We are committed to assisting you conduct business with the CalPERS Health Benefits Program. If you have any questions, visit [www.calpers.ca.gov](http://www.calpers.ca.gov) or call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Rob Jarzombek, Chief  
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