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Special:

Circular Letter

TO: ALL PEMHCA HEALTH BENEFITS OFFICERS AND ASSISTANTS FOR CONTRACTING SCHOOL DISTRICTS AND PUBLIC AGENCIES

SUBJECT: 2011 HEALTH BILLING CUT-OFF DATES AND HOW PAYMENTS ARE APPLIED

Health Billing Cut-Off Dates

Attached is a copy of the Health Billing Cut-Off Dates for billing months January through August 2011 for contracting school districts and public agencies. Additional correspondence will follow as billing cut-off dates become available.

All Automated Communication Exchange System (ACES) batch transactions must be keyed and submitted by 3:00 p.m. on the cut-off date for each billing month.

Cut-off dates differ for school districts and public agencies; for example, in order for a batch transaction to appear on the **March 2011** invoice, employers must key and submit transactions by the following timeframes:

- School districts: **January 31, 2011, by 3:00 p.m.**
- Public agencies: **February 10, 2011, by 3:00 p.m.**

If a school district or public agency keys and submits a transaction after the cut-off date, the transaction will appear on the following month's invoice. In addition, employers must verify all transactions within ACES batches to ensure that they have been accurately uploaded.

Payment Submission

CalPERS wants to ensure your payments are applied accurately and timely. Please send a copy of the invoice with the monthly payment **as billed**, using Electronic Fund Transfer (EFT) or mail.

Under-payments

If an employer does not pay the full amount provided under *Total Payment Due*, the payment received will be applied to the current period only and not to any past due amounts. The *Total Payment Due* includes the current *Invoice ID*, any past due *Invoice ID*, and assessed interest and penalties from any prior delinquent month(s).

Please advise CalPERS prior to payment date if payments need to be applied to prior delinquencies. To apply these payments you must specify the *Invoice ID*. Unless notified, we will continue to assess interest on delinquent invoices.

CalPERS will reverse assessed interest if employers can provide documentation that payment was received timely and in full.

Over-payments

For employers who overpay the *Total Payment Due* amount when there is not a past due *Invoice ID*, the current *Invoice ID* will be paid and closed, and credit will be applied to a future *Invoice ID*.

Contact

If you need assistance, please contact our CalPERS at **888 CalPERS** (or **888-225-7377**).

Sincerely,

HOLLY A. FONG, Chief
Office of Employer and Member Health Services

Enclosures:

[2011 Health Billing Cut-Off Dates, Contracting School Districts and Public Agencies](#)
(PDF, 15 KB)