

HUMAN RESOURCES MEMORANDUM 14-006		DATE ISSUED: April 1, 2014
SUBJECT: CalPERS Dependent Eligibility Verification Project – Verification of Dependents in the State’s Health Programs		REFERENCE:
TO: Managers, Supervisors, Personnel Liaisons, Attendance Clerks and All DGS Employees		SUPERSEDES:

PLEASE ENSURE THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose This HR memo provides an update on the California Public Employees’ Retirement System (CalPERS) Dependent Eligibility Verification (DEV) project.

CalPERS DEV Phase Implementation Beginning in July 2013, CalPERS and HMS Employer Solutions (HMS) launched the **verification** phase of the Dependent Eligibility Verification (DEV) project, which requires all CalPERS health plan subscribers with one or more dependents to provide supporting documentation to verify their dependents’ eligibility for health benefits. The Department of General Services is included in the next and final State active employee cycle, which begins April 1, 2014.

NOTE: If you do not have dependents on your health plan, no action is required.

Health Benefit Eligibility Documentation Verification Process If you have one or more dependents enrolled on your health plan, you are encouraged to start planning and gathering the supporting documentation (next page) to confirm eligibility of your dependent(s). During the first week of April you will receive a letter from HMS providing additional details and instructions on how and where to submit this documentation. Watch the mail for your verification letter. You will have about 6-7 weeks to submit your documents to HMS. Non-response to this request will put your dependent(s) at risk of losing their health benefits.

Please do not submit your documents to DGS or CalPERS, as this is an independent verification project.

Due to the high volume of requests, please do not contact your Personnel Specialist for copies of the supporting documents.

Supporting Documents

Supporting documents for eligible dependents are:

Eligible Dependents	Required Documentation
Current spouse	<p>A copy of your marriage certificate AND one of the following: a copy of the front page of your 2012 or 2013 federal or state tax return confirming this dependent is your spouse OR a document dated within the last 60 days showing current relationship status, such as a recurring household bill or statement of account. The document must list your name, your spouse's name, the date and your mailing address.</p> <p>Note: Proof of common residency is for the purpose of establishing current relationship only. Common residency is not a CalPERS requirement for health benefits eligibility.</p>
Current registered domestic partner	<p>A copy of your Declaration of Domestic Partnership AND one of the following: a copy of the front page of your 2012 or 2013 state tax return OR a document dated within the last 60 days showing current relationship status, such as a recurring household bill or statement of account. The document must list your name, your partner's name, the date and your mailing address.</p> <p>Note: Proof of common residency is for the purpose of establishing current relationship only. Common residency is not a CalPERS requirement for health benefits eligibility.</p>
Natural, adopted, step or domestic partner's children up to age 26	<p>A copy of the child's birth certificate (or hospital birth record) or adoption certificate naming you or your spouse as the child's parent OR a copy of the court order naming you or your spouse as the child's legal guardian.</p> <p>Note: For a stepchild, you must also provide documentation of your current relationship to your spouse or domestic partner as requested above.</p>
Children up to age 26, if the employer has certified that the employee has assumed a parent-child relationship and is the primary care parent	<p>A copy of the front page of your 2012 or 2013 federal or state tax return confirming this dependent OR a copy of the court order naming you or your spouse as the child's legal guardian OR day care receipts or school records which indicate the child resides at your current mailing address, if applicable.</p>
Certified disabled dependent children of any age	<p>Not applicable. CalPERS will not be asking for documentation for these dependents during the DEV project.</p>

Next Steps Upon completion of verification of documents submitted to HMS, HMS will recommend removal of ineligible dependents from employee's coverage.

Additional information will be provided as it becomes available.

Questions For more information and frequently asked questions, visit CalPERS Dependent Eligibility Verification Project web page at <http://www.calpers.ca.gov/index.jsp?bc=/member/health/dev.xml>.

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