

Human Resources Branch Memorandum

SUBJECT: Changes to the Dependent Eligibility Re-Verification Process– Group Health Benefits	NUMBER: HRB 18-003
	DATE ISSUED: 1/31/2018
DISTRIBUTION: All CDFW Employees	EXPIRES: Until Superseded

Action Required **Informational Only** **Control Agency Directive**

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) of new requirements resulting from recent changes to the Dependent Re-Verification (DRV) process.

Authorities

- [Human Resources Manual Section 1424 – Dependent Re-verification \(DRV\)](#)
- [CalPERS Circular Letter 600-059-17 – Dependent Eligibility Verification](#)
- Government Code Sections 22843.1 & 22959

Process

Effective February 1, 2018, the California Public Employee Retirement System (CalPERS) and the California Department of Human Resources (CalHR) will activate a “new” DRV process. DVR requires employees to re-verify their spouse, domestic partner, children, stepchildren, and domestic partner children (family members) every three years to continue their enrollment in health, dental and premier vision benefits.

CalPERS will mail letters to each employee based on the employee’s birth month. CalPERS will mail up to three notification letters to every employee with at least one dependent. Employees must submit requested documentation to their CDFW Human Resources Branch (HRB) or Regional Personnel Specialist (PS) to continue dependent coverage.

If a child’s 26th birthdate coincides with the employee’s re-verification cycle, CalPERS will administratively remove the child from health benefits upon the child turning age 26. The employee is responsible for removing the child from dental and vision benefits.

Employees should contact the HRB immediately if they wish to remove a dependent due to a “mandatory qualifying event” (e.g. divorce) or “permissive qualifying event” (e.g. family member obtains non-state sponsored health benefits, family member enters the military, custody change for child under age 18, or child reaches age 18). The dependent should be removed due to a qualifying mandatory/permissive event rather than ineligibility found during the re-verification process.

Consequences of Not Providing Documents

Deletion of Dependent - If employees do not respond or provide the required documents during their re-verification period, CalPERS will remove dependents from health benefits effective the first day of the month after the employee's birth month. HRB and Regional PS will remove the same dependents from dental and vision benefits, if enrolled, and notify the employee within 14 days of dependent's deletion.

Account Receivable (AR) - Once a CalPERS final notice is sent to an employee, CalPERS begins the process of deletion. The HRB may rescind the dependent deletion if the requested verification documents are submitted after receiving the final notice but **prior** to the re-verification due date; however the employee may receive an AR for the premium of the month following the employee's birth month.

Gap of Benefit Coverage for Dependent(s) - If employees provide the requested verification documents **after** the re-verification due date, the HRB or Regional PS may re-enroll the family member prospectively for health and/or dental benefits. This will result in a gap of benefit coverage.

Resource

1. [CalPERS Sample Letter](#)
2. [CalHR Dependent Eligibility Verification Checklist \(CalHR 781\)](#)

Contact

Disagreements with any HRB decisions regarding DRV must be submitted in writing to the assigned HRB or Regional PS. If HRB cannot resolve the issue, employees may submit a copy of the written disagreement to CalHR at DRV@calhr.ca.gov for review.

Please contact your assigned HRB or Regional PS for all questions.