

Human Resources Branch Memorandum

SUBJECT: Dependent Eligibility Re-Verification Process Reminder – Group Health Benefits	NUMBER: HRB 19-017
DISTRIBUTION: All CDFW Employees	DATE ISSUED: 05/07/2019
	EXPIRES: Until Superseded

Action Required
 Informational Only
 Control Agency Directive

Purpose

The purpose of this memo is to remind California Department of Fish and Wildlife (CDFW) employees of the California Public Employee Retirement System (CalPERS) and the California Department of Human Resources (CalHR) Dependent Re-Verification (DRV) process. DVR requires employees to re-verify their spouse, domestic partner, children, stepchildren, and domestic partner children (family members) on a rolling three-year cycle based on the employee’s birth month to continue their enrollment in health, dental and premier vision benefits. Below is the rolling three-year cycle schedule:

Year of Re-verification

	2019	2020	2021	2022	2023
Employee Birth Month	February	March	January	February	March
	May	June	April	May	June
	August	September	July	August	September
	November	December	October	November	December

Authorities

- [Human Resources Manual Section 1424 – Dependent Re-verification \(DRV\)](#)
- [CalPERS Circular Letter 600-040-18 – Dependent Eligibility Verification](#)
- Government Code Sections 22843.1 & 22959

Process

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) by the last day of the employee’s birth month to avoid cancellation of 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 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. [Clah 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.

For questions, please contact Barbara Feickert at Barbara.feickert@wildlife.ca.gov or Diane Tulysewski at diane.tulysewski@wildlife.ca.gov.