

The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: April 4, 2001

Code: TECHNICAL LETTER
HR/BENEFITS 2001-10
Supplement #2

To: Human Resources Directors
Benefits Officers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: **HEALTH CARE REIMBURSEMENT ACCOUNT PLAN (HCRA) UPDATE**

The purpose of this supplement to Technical Letter 2001-10 is to provide additional information related to the Health Care Reimbursement Account Plan.

Pursuant to recent Board of Trustees' approval, we are pleased to extend the Health Care Reimbursement Account (HCRA) Plan to CSU Executives (M98). Please refer to Benefits Technical Letter 2001-10, and Technical Letter 2001-10, Supplement #1 for plan details.

The listing of classifications ineligible to participate in the HCRA Plan has been updated to exclude abolished classifications. Employees appointed in the following classes are ineligible to participate in the HCRA Plan (unless concurrently appointed in an eligible class):

- ✓ Student classifications (0100, 1870, 1871, 1872, 1874, 1875, 1876),
- ✓ Graduate Assistants (2355),
- ✓ Instructional Faculty, Designated Discipline – Extra Quarter Assignment (2367),
Instructional Faculty, Extra Quarter Assignment - QSYRO (2368), Instructional,
- ✓ Faculty, Executive Committee, Academic Senate (2394),
- ✓ Trade rate employees,
- ✓ Special pay classifications (2322, 2323, 2356, 2357, 2363, 2365, 2974, 4660),
- ✓ Rehired Annuitants, including FERP participants,
- ✓ Employees appointed without a timebase, in any classification (e.g., intermittent, indeterminate).

Permitting Event Codes

The Permitting Event Codes for the HCRA account will be the same as those used for the Dependent Care Account (DCA) Plan. The codes are listed below:

<u>Code</u>	<u>Permitting Event</u>
00	Annual enrollment/reenrollment (open enrollment period),
01	New employee enrollment,
07	Employee returning to pay status,
16	Family status change allowing mid-year enrollment or increase in contribution amount (e.g., marriage, new dependent),

(Over)

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Associate Vice Presidents/Deans of Faculty
Director, SOSS
Payroll Managers

- 23 Family status change allowing mid-year cancellation or decrease in contribution (e.g., loss of custody, loss of spouse's employment).

As with the Dependent Care Account Plan, a participants' election to make a change during the plan year must be "on account of" and "correspond with" a qualified status change event. Events qualify as a change in status event only if they result in a gain or loss of eligibility under the CSU, or another plan. Please refer to the HCRA brochure for a complete list of qualified status change events.

Claim Forms

By now campus Benefits Officers should have received a supply of the HCRA Enrollment and Claim Forms. The claim form is being revised to reflect the expanded definition of qualified dependents. The forms will be reprinted and mailed directly to the campuses by the end of the month. ***The revised claim forms will be identified with an "R" in the lower right hand corner. Please discard all previous versions of the claim form.***

If you have any questions, please contact systemwide benefits at (562) 951-4411. This technical letter is also available on the Human Resources Administration's web site at: <http://www.calstate.edu/tier3/HR-Adm/memos.html>.

CR/fb