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HR/BENEFITS 2001-18

To: Human Resources Directors
Benefits Officers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: CSU DENTAL PROGRAM ADMINISTRATIVE GUIDE

Attached is the CSU Dental Program Administrative Guide containing updated information on the administration of the Dental Program, including new information on enrollment, domestic partner and retiree issues. Please destroy all previous versions of the guide.

As part of our review of the CSU Dental Program, the Chancellor's Office became aware of inconsistencies regarding campus use of deduction plan codes when processing retiree dental enrollments. As you are aware, the CSU has an arrangement with CalPERS for enrollment of CSU retirees in the CSU dental plan. After discussion with CalPERS regarding this issue, CSU has decided to change the deduction codes for retiree dental to conform to the codes utilized by CalPERS. Effective immediately, please ensure that the codes listed in the chart below are used for retiree dental enrollments:

CSU Retiree Dental Plan Deduction Codes (CalPERS Processing Only)		
Dental Carrier	CalPERS Code	Retiree Group
Delta Basic	010	Annuitants
Delta Enhanced Level II	100	FERP Annuitants
PMI DeltaCare Basic	005	Annuitants
PMI DeltaCare Enhanced	006	FERP Annuitants

The above information is also contained in the Dental Administrative Guide. The dental deduction codes used by the State Controller's Office to process active employee dental program enrollments remain the same.

Please note: for purposes of dental administration, the definition of a short-term appointment is defined as an appointment of three (3) months or less (reference section 4.1).

If you have any questions, please contact the systemwide Human Resources office at (562) 951-4411. This Technical Letter is also available on the Human Resources Administration's web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/mh

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