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HR/Benefits 2003-13

**To:** Human Resources Directors  
Benefit Officers

**From:** Cathy Robinson   
Assistant Vice Chancellor  
Human Resources Administration

**Subject:** Dental Processing For Retirees

In an effort to achieve consistency in the processing of retiree (including FERP) dental enrollments, campus Benefits Representatives were surveyed regarding their usage of the Delta Dental 7777/8888 “pending” sub-location codes referred to in the Dental Administrative Guide (section 12.2). A review of the survey responses and retiree enrollment data provided by Delta Dental revealed that the codes were no longer necessary to bridge the timing gap between active and retiree enrollment. As a result, effective immediately, the 7777/8888 sub-location codes have been eliminated. The Dental Enrollment Form (Std. 692) is the sole document that campuses should use to process a retiree’s enrollment in dental coverage.

As you are aware, CSU retirees have the option to continue dental coverage at retirement, or enroll within 60 days of retirement, or during any future open enrollment period, if the retirement occurred within 120 days of separation from campus employment. If the employee’s retirement is effective within one pay period of the campus separation date, coverage should be continuous. If the employee’s retirement is effective more than one pay period after the campus separation date (but less than 120 days), he/she must pay the dental carrier directly to ensure uninterrupted coverage into retirement. If the employee in this situation fails to direct pay, there will be a loss of eligibility resulting in a gap in coverage. Subsequent enrollment in a dental plan as a retiree will be on a prospective basis. Please counsel employees contemplating retirement accordingly.

The Dental Administrative Guide will be updated to reflect these changes.

If you have any questions regarding this Technical Letter, please contact Michelle Hamilton at (562) 951-4413. This Technical Letter is also available on Human Resources Administration’s Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/mh

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