

Date: August 27, 2008

Code: TECHNICAL LETTER
HR/Benefits 2008-10

To: Human Resources Directors
Benefits Representatives

From: Bruce Gibson 
Senior Director, Benefits
Human Resources Administration

Subject: Enrollment of Employee Dependent(s) in the CSU Vision Plan

Overview

Audience: Human Resources Directors, Benefits Representatives, and/or campus designee(s) responsible for administering the Vision Plan.

Action Item: Obtain the names of all dependents eligible to participate in the CSU Vision Plan and enter the data into Oracle/Peoplesoft by the end of the 2008 Open Enrollment period.

Affected Employee Group(s)/Unit(s): All employees eligible for the CSU Vision Plan

Summary

This technical letter provides information regarding enrollment of employees' eligible dependents in the CSU Vision Plan.

Campus designees responsible for administration of CSU benefit programs should review the Technical Letter in its entirety.

Currently, the CSU Vision Plan is structured as a single rate plan for all eligible employees and dependents. In order for the CSU to exercise more administrative control of benefits related costs, Human Resources Administration (HRA) is requiring that all campuses:

1. Capture employees' eligible dependents for CSU Vision Plan;
2. Collect and maintain vision dependent data in Oracle/Peoplesoft; and
3. Validate eligible dependents at the time of enrollment and/or future family status changes.

Establishing a system-wide practice for the collection of Vision Plan dependent data will better position campuses to electronically transmit enrollment and dependent information to the vision carrier in the future.

Distribution:

CSU Presidents
Executive Vice Chancellor and CFO
Interim Vice Chancellor, Human Resources
Collective Bargaining Representatives

Vice Presidents, Administration
Budget Officers
Payroll Managers

Dependent Data Collection

Collection of this data is segmented as follows:

➤ **Initial Load of Current Enrollees**

To assist campuses with initial capture of this data in Oracle/PeopleSoft, campuses have the authority to copy dental enrollment dependent data into the vision enrollment dependent tables as a one-time solution. Employees may elect to have their dental plan dependents covered in the vision plan, or indicate other eligible dependents, during the upcoming Open Enrollment period.

After the open enrollment period ends, updates to current enrollment dependent information will be limited to the next open enrollment or subsequent family status change event(s), similar to dependent enrollment for the medical and dental plans.

➤ **Employees Who Become Eligible After Initial Load and Family Status Changes**

Vision is an automated benefit and the coverage is effective the first of the month following the employee's hire date.

Newly eligible employees, and employees who have a qualifying family status change, are allowed 60 days to enroll dependents in the plan.

If an employee does not enroll any dependents within that period, the default is employee only coverage (no dependents).

To assist campuses with communication of this requirement to employees, attached is a letter that campuses may customize for distribution or use in a global e-mail communication (see Attachment 1).

Campuses may choose the method used to collect and validate the vision dependent information (e.g., Benefits Enrollment Worksheet or similar form, or via eBenefits, etc.).

Additional Information

Several technical solution(s) are being considered to assist campuses with the initial capture of current enrollees, new enrollments and family status changes. Details of the technical solutions will be communicated prior to the 2009 Open Enrollment period, which begins September 15 and continues through October 24, 2008.

Additional information regarding this matter will be provided in future communication(s).

CMS Processing Instructions

As a result of this new requirement, there is impact to CMS Baseline. Additional information will be provided in a future CMS communication.

Questions regarding this Technical Letter may be directed to Human Resources Administration at (562) 951-4411. This Technical Letter is also available on the Human Resources Administration Web site at: <http://www.calstate.edu/HRAdm/memos/shtml>.

BG/mh



Systemwide Human Resources
401 Golden Shore, 4th Floor
Long Beach, CA 90802-4210

www.calstate.edu

Today's Date

Dear (Employee Name):

As we strive to enhance benefits accessibility, and provide improved customer service to you, the Benefits office will begin collecting your dependent information as part of your enrollment into the CSU Vision Plan. This new requirement is similar to the way your dependent information is currently collected for the medical and dental plans.

During the open enrollment period (insert date), you will have an opportunity to inform us of your dependents for Vision Plan enrollment. To ensure that our records accurately reflect the correct vision plan dependents, we strongly encourage you to review your vision dependents during Open Enrollment. If we do not receive this information, your vision plan dependents will default to reflect your current dental plan dependents.

In the future, you will also have the opportunity to update dependent information during any annual open enrollment period, or within 60 days of a qualifying family status event.

Attached is a benefits enrollment form to assist you in providing any updates pertinent to your benefits enrollment. If you need further assistance, please contact the Benefits Office at (insert phone #) or, email at (insert email address).

Sincerely,

Campus Benefits Office

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus