

HUMAN RESOURCES MEMORANDUM 11-025		DATE ISSUED: 08/08/2011
SUBJECT: DEPENDENT SOCIAL SECURITY NUMBER COLLECTION		REFERENCE: None
TO: Managers and Supervisors, Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

Effective September 13, 2010, CalPERS Health Plan subscribers are required to provide the Social Security number for all dependents upon enrollment or upon change of enrollment. In addition, employers must establish and maintain a collection and documentation process to ensure employees and their dependents have a Social Security number attached to their health enrollment.

How CalPERS uses Social Security Numbers

Existing federal regulations require CalPERS and our health plans to report the Social Security numbers of our members and their dependents to federal agencies, such as the U.S. Department of Health and Human Services. The federal government uses the Social Security numbers for various purposes, such as coordination of federal and state benefits, and verifying eligibility for subsidies and reimbursements. Providing Social Security numbers maximizes the federal funding available to help offset program costs.

In addition, CalPERS uses Social Security numbers as a means to:

- Identify and verify eligibility
- Coordinate benefits among health plans
- Resolve member appeals/complaints/grievances with health plans
- Identify and resolve dual coverage and split coverage issues

Health Benefit Dependent Social Security Number Collection Form (GS 2011)

The Department of General Services has created an internal form, the "HEALTH BENEFIT – DEPENDENT SOCIAL SECURITY # COLLECTION FORM" (GS2011) solely for the purpose of collecting dependent Social Security number information and maintaining accurate records. This form cannot be used to enroll in, or make any changes to your health plan.

The form is attached to this HR memo and can also be obtained by contacting your Personnel Specialist or Attendance Clerk.

Collection Process

Effective immediately, employees should:

- 1 Download the "HEALTH BENEFIT – DEPENDENT SOCIAL SECURITY # COLLECTION FORM" (GS2011).
- 2 Complete the GS2011 listing all dependents on your health plan. If you have no dependents on your health plan, check the "NO DEPENDENTS" box below your enrollment information.

Submit to your Personnel Specialist or Attendance Clerk for processing. Completed forms are due back to your Personnel Specialist or Attendance Clerk by close of business (COB Friday, August 19th).

Outreach

Employees can also pick up and drop off forms, and ask questions at one of the outreach/information tables in the Ziggurat atrium.

The dates and times of the outreach/information tables are:

Tuesday, August 9 11:30 – 1:30

Thursday, August 11 11:30 – 1:30

Tuesday, August 16 11:30 – 1:30

Thursday, August 18 11:30 – 1:30

Contact

For questions regarding this memorandum, please contact your assigned Personnel Specialist.

/s/

Beth Townsend, Personnel Officer
Office of Human Resources

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