



Transaction Supervisors' Forum

Presented By: Natalia Saferson

Contact: SCOTransactionSupervisors@sco.ca.gov

Office of State Controller Malia M. Cohen

April 17, 2025

Service and Seniority Update



New Service and Seniority contact email:
ServiceSeniority@calhr.ca.gov

Presented by: Elda Ortiz, Gail Ettlin

Service and Seniority Response Time:

- Please refer to the Personnel Management Division Standard Response times, we have 30 days from date of receipt to complete state calculations.

Friendly reminder:

- Please remind Personnel Staff not to email social security numbers. We can obtain this information over the phone.



SCO KEY INITIATIVES

CSPS Status – April 2025

Presenter: Jeana O’Ferrall

Contact: CSPSHelp@sco.ca.gov

Project Information:



- **Objective:** To modernize and integrate the State’s Human Resource and Payroll systems
- **Goals:** Manager and Employee Self-service, Reduction in manual/paper submissions, Improved reporting capabilities, Efficiencies in processes/workflow



In Progress:

- Onboarding
- Confirming project schedule
- Project planning

Status/Progress:

- **Technical Team** finalized draft Data Sharing Agreement and completed updates to the PMO Cost Summary Dashboard
- **Functional Team** business leads completed review of Payroll Use Cases for retroactive considerations
- **Organizational Change Management** developed and approved 11 success factors
- **Project Management Office** continues to onboard Solution Integrator staff and update project artifacts to reflect new resources



STATEWIDE BENEFITS ADMINISTRATION

SECURE 2.0 Updates

Presented by Katie Kerr
LeaveRollover@calhr.ca.gov



What is SECURE 2.0?



Comprehensive legislation affecting retirement plans and tax laws

Many provisions do not apply to Savings Plus

Today's Topic:
Section 603

SECURE 2.0: Section 603

“High Earner Rothification” Provision

Starting January 1, 2026, **all catch-up contributions** for employees aged 50 and older, who earn more than \$145,000 in FICA wages* in the prior year, **must** be made as Roth contributions.

*subject to Social Security withholding

Section 603: Impacted Employee

	FEDERAL	CALIFORNIA
GROSS	127984.65	127984.65
TAX GROSS	100425.31	100425.31
IDL/LC4800		
TAX WITHHELD	9984.38	5044.74
SS TAX GROSS	116702.96	
SS WITHHELD	7235.58	
MED TAX GROSS	116702.96	
MED WITHHELD	1692.20	
SDI TAX GROSS		
SDI WITHHELD		
OPEB TAX GRSS	124451.00	124451.00
OPEB EE WTHLD	2986.81	2986.81
FLEX DED	8294.88	8294.88
DEPEND CARE		
EPMC	10055.10	10055.10
EARN INC CRED		
FRINGE BNFT		
TSA-403B		

Screenshot from TAXI

Section 603: Unaffected Employee

	FEDERAL	CALIFORNIA
GROSS	202265.70	202265.70
TAX GROSS	162224.62	162224.62
IDL/LC4800		
TAX WITHHELD	20646.08	7878.89
SS TAX GROSS		
SS WITHHELD		
MED TAX GROSS	188424.52	
MED WITHHELD	2732.21	
SDI TAX GROSS		
SDI WITHHELD		
OPEB TAX GRSS	169486.02	169486.02
OPEB EE WTHLD	6779.42	6779.42
FLEX DED	7061.76	7061.76
DEPEND CARE		
EPMC	20199.90	20199.90
EARN INC CRED		
FRINGE BNFT		
TSA-403B		

Screenshot from TAXI

Lump Sum Separation Pay Impacts

This new provision goes into effect 1/1/2026, but will impact employees who separate in November and December of **this year** (2025) and choose to defer into a second tax year (2026).

How can you prepare?

- Encourage employees who are interested in retiring at the end of the year to consult with a tax professional or financial advisor
- HR offices may use the Management Information Retrieval System (MIRS) to help identify the affected population
- Stay educated – visit SavingsPlusNow.com, utilize the SCO toolkits and resources, attend educational forums, and contact Savings Plus with questions **early!**

What's Next?

- Updating the Lump Sum Separation Pay form to reflect new regulations
- Developing internal controls to identify and “warn” employees who are nearing limits
- Ongoing collaboration with SCO
- Direct training for departments (more information to come!)
- Videos, instructions, and resources at SavingsPlusNow.com for employees and HR staff (coming soon!)

We are here to help!

- HR/Payroll/Personnel may contact us at LeaveRollover@calhr.ca.gov or (916) 909-3717
- Please direct employees with questions to the Savings Plus Solutions Center at (855) 616-4776





Transaction Supervisors' Forum:

April 17, 2025

CalHR Benefits Division Updates

*Benefits That Support
a Life Well Lived.*

About the Benefits Division

The Benefits Division is responsible for the design, acquisition, and oversight of the various statewide benefit programs administered by the California Department of Human Resources (CalHR) offered to state employees, retirees and dependents. Our goal is to ensure access to competitive, quality and affordable benefits. Successful delivery of these responsibilities enables the state, as an employer, to offer optimal benefits packages for recruiting and maintaining a top-performing workforce.





Public Service Recognition Week

Presenter: Ngoc Le

Public Service Recognition Week (PSRW)

Presenter: Ngoc Le

Contact: StatewideEngagement@calhr.ca.gov

SAVE THE DATES

This year's PSRW will be observed from Sunday, May 4, 2025, through Saturday, May 10, 2025.

Proposed Theme Days

Monday – Career Wellbeing


Tuesday – Social Wellbeing

Wednesday – Physical Wellbeing

Thursday – Community Wellbeing

Friday – Financial Wellbeing

Two virtual learning sessions were held for department coordinators, supervisors, managers and other appropriate personnel on March 6 and 10. The presentation and other PSRW Resources are available on our [website](#).




Public Service RECOGNITION WEEK


May 4 - 10, 2025

Public Service Recognition Week (PSRW) is a chance to express appreciation to civil servants for the essential work they do. CalHR invites you to appreciate and engage with state employees through the five elements of wellbeing.


Proposed Themes

**Day 1: Career Wellbeing**


Host an in-person or virtual executive meet-and-greet focused on career development or record a video message. Facilitate a career recognition activity for teams or the entire department.

**Day 2: Social Wellbeing**


Have a speed networking event where employees connect by asking questions, or facilitate an activity where employees create a slide about their interests and hobbies outside of work to compile into a fun team presentation.

**Day 3: Physical Wellbeing**

Do a wellness activity such as a healthy snack meeting or a walk and talk break. Share additional physical wellbeing resources from the EAP and Employee Wellness Program.

**Day 4: Community Wellbeing**

Encourage all employees to participate in a statewide virtual presentation designed to support community wellbeing and belonging.

**Day 5: Financial Wellbeing**

Motivate employees to invest in themselves through a collaboration with Savings Plus. Wrap up the week with an activity determined by department or agency leadership.

Pictures of the Week

Highlight some of the best pictures all week. Tag photos on social media with the hashtags #PSRWCA and #CAServingCA.

GALLUP



Open Enrollment

Presenter: Amber Neves

Special Open Enrollment – FlexElect Dependent Care Reimbursement Account (DCRA)

Presenter: Amber Neves

Contact: OpenEnrollment@calhr.ca.gov

- This Special Open Enrollment (OE) period for DCRA is in response to [Executive Order N-22-25](#).
- The Special OE period for DCRA will take place May 1 to May 30, 2025.
- Eligible state employees will have the opportunity to newly enroll in or increase their DCRA contributions. State employees who are currently enrolled will not have the option to cancel or decrease contributions.
- Deductions begin: June 2025 pay period (appears on the July 1, 2025, pay warrant)
- Contribution period: June – November 2025, pay periods (six months)
- For additional information, you can view the Special Open Enrollment webpage on our [Benefits website](#).
- **Please process enrollment forms as you receive them and submit to SCO on flow basis.**
- **All enrollment forms must be submitted to SCO by June 10, 2025.**

Open Enrollment (OE)

Presenter: Amber Neves

Contact: OpenEnrollment@calhr.ca.gov

Open Enrollment Updates

- In preparation of the OE season, the CalHR OE Team has officially kicked off with all OE Project stakeholders.
- The CalHR OE Team is collaborating with stakeholders to plan, prepare and host both In-Person and Virtual OE events for the 2025 season.
- The 2025 OE period will take place September 15 to October 10, 2025.
- Eligible state employees and retirees have the option to enroll, change, or remove benefit options for health, dental, vision, Flex, COBRA, long-term disability and legal insurance.
- All changes made during the 2025 OE period will be effective January 1, 2026.

Open Enrollment (OE)

Presenter: Amber Neves

Contact: OpenEnrollment@calhr.ca.gov

Coming this season:

- Expanding In-Person Benefit Fairs
- Three Open Enrollment Virtual events
- Monthly communication emails beginning in June
- New Benefits Website
- Monthly Open Enrollment updates at Transaction Supervisor Forum



Third Party Pre-Tax Parking Reimbursement Account Program Updates

Presenter: Alex Smith

Third-Party Pre-Tax Parking Reimbursement Account Program Updates

Presenter: Alex Smith

Contact: Pre-TaxParking@calhr.ca.gov

Program Updates

- In March 2025, there was a transition in the team that supports the Third-Party Pre-Tax Parking Reimbursement Account Program (PTP).
 - The Policy Oversight & Management team (POM), in the CalHR Benefits Division, will be supporting the PTP going forward.
 - This should be a seamless transition for our departmental personnel office partners.
- Continue to use Pre-TaxParking@calhr.ca.gov as the best way to reach the PTP team.
 - As a reminder this inbox is intended for departmental personnel offices and personnel specialists.
 - We kindly ask that you address PTP related questions from employees within your department and escalate to the CalHR PTP team only when needed.

Third-Party Pre-Tax Parking Reimbursement Account Program Updates

Presenter: Alex Smith

Contact: Pre-TaxParking@calhr.ca.gov

Program Reminders

- Who is best suited for this program?
 - State employees who do not have access to state controlled/owned parking spaces [Department of General Services (DGS), Department of Transportation (CalTrans), etc.] or a department-sponsored parking program are eligible to enroll in the Third-Party Pre-Tax Parking Reimbursement Program.
- Where can you learn more?
 - Resources are available at the following links:
 - [BAM - Pre-Tax Parking Program - CalHR Benefits Website](#)
 - [Third Party Pre-Tax Parking Reimbursement Account Program - CalHR Benefits Website](#)
 - [Human Resources Manual - CalHR](#)



Benefit Program Reminders

Presenter: Susan Garrett

Benefit Program Reminders

Presenter: Susan Garrett

Contact: BenefitsInquiries@calhr.ca.gov

- CalHR does not have access to update or correct addresses or name changes.
- Prior to submitting benefit enrollment forms, verify the employee's information within the SCO database.
- If the employee's information is incorrect within the SCO database, please follow your agency's policies/rules on correcting the employee's information.
- If the information is correct within the SCO database but incorrect with the carrier, then the agency's authorized personnel specialist should contact the carrier to correct the information.

Benefit Program Reminders

Presenter: Susan Garrett

Contact: BenefitsInquiries@calhr.ca.gov

- For program-specific questions, please email the specific program inbox, not multiple inboxes, to ensure the inquiry reaches the correct program staff. To assist us in directing your inquiry, please use the following subject line when sending an email: Department | EE Name, Program. For example: CalHR | S. Smith, Dental
- Prior to sending an inquiry or appeal, please review CalHR's BAM and website to confirm eligibility and ensure proper completion of enrollment forms. [Benefits Administration Manual](#), [HR Manual](#), [Employee Benefits webpage](#).
- Please remind employees to contact their departmental personnel office for benefits-related inquiries.

Benefit Program Reminders

Presenter: Susan Garrett

Contact: BenefitsInquiries@calhr.ca.gov

A complete appeal package includes:

- Justification memo explaining why the enrollment was not processed in a timely manner.
- Complete and error-free enrollment forms using the current form version.
- Written confirmation that the employee acknowledges an accounts receivable will be established for retroactive enrollment (if applicable).

Important notes:

- Do not submit an inquiry or appeal for multiple employees.
- Please verify that the employee is eligible to enroll in the program they have elected.
- Once an appeal is approved by CalHR and processed by SCO, we will not cancel or reverse the appeal.

Benefit Program Reminders

Presenter: Susan Garrett

Contact: BenefitsInquiries@calhr.ca.gov

Benefit Premiums:

- Premiums cannot be waived for months when services are not used. It is the responsibility of the employee to notify their department of any changes to their dependent eligibility.

Training recommendations:

- Benefits Administration Manual Training - online [CalLearns](#)
- Employee Benefits Orientation Training - online [CalHR webpage](#)

Benefit Program Reminders

Presenter: Susan Garrett

Contact: BenefitsInquiries@calhr.ca.gov

- If an employee made changes to their benefits during Open Enrollment, they should review their December 2024 pay warrant to confirm Open Enrollment changes took effect. Employees must contact their departmental personnel office immediately if the changes were not processed.
- Each program provided confirmation receipts during Open Enrollment. If changes made during Open Enrollment did not take effect, employees should provide the confirmation receipt to their departmental personnel office for the appeal.



Vision and Dental Updates

Presenter: Parwana Mohabbat

Vision Program Updates

Presenter: Parwana Mohabbat

Contact: Vision@calhr.ca.gov

Program Updates

- Improving VSP membership profiles for Basic Vision:
 - VSP now receives a demographics file for employees enrolled in Basic Vision.
 - All State of CA employees now have access to Eyeconic, VSP's online store.
- New [Vision Handbook](#) posted for Open Enrollment.
- Departments should send VSP Premier enrollment or change forms directly to VSP for processing. Please do not send them to SCO, as this will delay enrollment or changes for the employee.
- Only permitting event transactions submitted beyond the 60-day eligibility window should be sent to CalHR as an appeal.
- Benefit premiums cannot be waived for months when services are not used by employees or dependents.

Dental Program Updates

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

Program Updates

- Please allow 30 calendar days for an appeal to be reviewed.
 - Confirm that the employee is aware of applicable accounts receivables.
 - Once an appeal is approved, it cannot be retracted.
- STD. 692 forms must be complete and error free, and the most current version must be used.
- When submitting an inquiry or appeal please include the employee's name in the subject line.
- Do not submit an inquiry or appeal for multiple employees.
- Inquiries and appeals must be submitted to the dental email box. Do not send emails to individual inboxes.

Dental Program Updates

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

Program Updates

- Make sure to consider the following:
 - Does the 24-month restriction apply to this employee? If yes, did they meet the 24-month restriction?
 - If an employee permanently separates from state service before completing 24 months and subsequently returns, their time before separation does not count towards meeting the 24-month restriction.
 - Mandatory deletions cannot be on a current month basis, they must take effect the month following the event.
 - Is the employee eligible to enroll in the enhanced dental plan?
 - Verify dual/split coverage for the employee and dependents.
 - Please refer to available resources online such as BAM, HR Manual, Open Enrollment Resources for more information.



FlexElect and CoBen Cash Updates

Presenter: LaTrice Calloway

FlexElect Program Updates

Presenter: LaTrice Calloway

Contact: FlexElect@calhr.ca.gov

Program Updates

- Discontinuation of the “10th of the Month Rule”
 - Effective August 1, 2024, the "10th of the month rule" no longer applies to the FlexElect/CoBen Cash Options or FlexElect Reimbursement Programs.
- Outside of Open Enrollment, enrollment will be effective the first day of the month following the month the enrollment form is received by the departmental personnel office. For example, if an enrollment form is received February 20, then the enrollment will be effective March 1. The FlexElect BAM language will be updated with this clarification soon.
- To avoid processing delays with appeals, do not redact the Social Security Number (SSN) from the STD. 701R FlexElect Reimbursement form. Instead include the last four digits of the SSN on the STD. 701R and send a separate email to FlexElect@calhr.ca.gov with the first five digits of the SSN or call and leave a voicemail with the full SSN at (916) 909-2863.

CoBen Cash Updates

Presenter: LaTrice Calloway

Contact: CoBen@calhr.ca.gov

Program Updates

- The 2016 ruling on the Petition to Vacate TRICARE Arbitration – CalHR v. CASE allowed rank and file employees in Bargaining Unit 2 (BU2) who are covered under TRICARE to begin receiving the CoBen Cash Option.
- The BAM, FlexElect Handbook, and CoBen Handbook were updated to include this information, and the information will be updated in the CalHR HR Manual Section 1406 soon.
- This change took effect June 1, 2024, and departmental personnel offices do not need to offer appeals to BU2 employees.
- Retroactive enrollments for TRICARE effective June 1, 2024, or later will require an approved CalHR appeal. Retroactive enrollments for the CoBen Cash Option that were previously rejected for using TRICARE prior to June 1, 2024, will not be considered.



Dependent Re-Verification

Presenter: Alison Drummer

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

What is DRV?

- Dependent Re-Verification (DRV) is the process of re-verifying the eligibility of an employee's spouse, domestic partner, children, stepchildren and domestic partner children (family members) enrolled in state health, dental and Premier Vision benefits. Departmental personnel offices are required to process re-verifications on a triennial basis.
- Government Code section 19815.9 mandates re-verifying the eligibility of these family members for health benefits. Government Code section 22959 authorizes extending this review to family members enrolled for dental and Premier Vision benefits. The bargaining unit contracts specify that family member eligibility for dental and vision benefits shall be the same as that prescribed for health benefits.

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Program Highlights

- CalHR automated the DRV process for dental and Premier Vision effective January 2023.
- The current health Dependent Eligibility Verification (DEV) process through CalPERS and the myCalPERS system will remain unchanged.
- Departmental personnel offices are required to update dental and Premier Vision DRV transactions through the Family Connect Portal (FCP).
- All state agencies must have an administrative account in the FCP, assigned at the supervisor classification or higher, to manage each agency's authorized user accounts to update DRV transactions.
- Department compliance with DRV regulation will be monitored and addressed by Health Benefit Officers and FCP Department Administrators.

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Program Updates

- [CalHR 781 Dependent Eligibility Checklist](#) and [CalHR 025 Affidavit of Parent-Child-Relationship](#) (dental/vision) have been updated to comply with CalPERS documentation revisions provided in the December 1, 2023, [Circular Letter #600-046-23](#), Eligibility Criteria for Dependents in a Parent-Child Relationship.
- CalHR has officially launched FCP Enhancements for disabled dependent and Parent-Child Relationship certifications.
 - Dependents enrolled in dental and/or Premier Vision only and require certification as a disabled dependent or PCR, will be certified by CalHR's DRV unit.
- The CAHP enrollment data in FCP is pending and CCPOA enrollment data is visible.

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Birth Month Cycle Updates

- March, June, September, December 2023 and January, April, July, October 2024 birth month cycles have concluded. Departmental personnel offices must take necessary steps to remove unverified dependents from dental and Premier Vision benefits.
- February 2025 birth month cycle: All notifications have been mailed, and all alerts should have been processed by the end of March 2025 in FCP for all employees who submitted their documents by February 28.
- The current birth month cycle is May 2025, and the 30-day mailing was generated on or about March 14, and mailed April 1, 2025, by the Department of General Services.

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Birth Month Cycle Updates

- Please note all employees in the current birth cycle will continue to receive DEV and DRV notices until their dependent verifications have been processed.
 - DRV mailings generate from FCP approximately on the 15th of the month prior to all scheduled mailings. All mailings are sent 90, 60 and 30 days prior to an employee's birth month.
- DEV for health benefits must be processed in myCalPERS by the first day of the birth month to avoid the automatic deletion from health coverage.

Dependent Re-Verification (DRV)

Presenter: Alison Drummer
Contact: DRV@calhr.ca.gov

Total Notices Mailed to Date

Birth Month Cycle	1 st Notice - 90 days before end of birth month	Total Mailings of 1 st Notice	2 nd Notice - 60 days before end of birth month	Total Mailings of 2 nd Notice	3 rd Notice - 30 days before end of birth month	Total Mailings of 3 rd Notice	Total Mailings
March	N/A	N/A	Jan-2023	8,523	Feb-2023	8,219	16,742
June	Mar-2023	8,462	Apr-2023	7,511	May-2023	6,365	22,338
September	Jun-2023	9,822	Jul-2023	8,325	Aug-2023	6,582	24,729
December	Sept-2023	8,523	Oct-2023	8,379	Nov-2023	6,711	23,613
January	Oct-2023	8,330	Nov-2023	7,929	Dec-2023	6,475	22,734
April	Jan-2024	8,196	Feb-2024	7,862	Mar-2024	6,254	22,312
July	Apr-2024	8,783	May-2024	8,230	Jun-2024	7,942	24,955
October	Jul-2024	9,018	Aug-2024	8,511	Sep-2024	6,501	24,030
February	Nov-2024	7,548	Dec-2024	6,965	Jan-2025	5,748	20,261
May	Feb-2025	8,671	Mar-2025	8,321	Apr-2025	6,461	23,453

Dependent Re-Verification (DRV)

Presenter: Alison Drummer
Contact: DRV@calhr.ca.gov

Disabled Dependent Certification

Settings

FAMILY CONNECT

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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Logout Delia Baulwin

Review Dependent

Dependent Type *

Disabled Child

Status

Status History

First Name *

Birth Date *

04/04/1989

Dental Plan *

Yes

Vision Plan *

Yes

Delete Dependent

Status Date

5/10/2023

Middle Name

Re-verification Effective Date

05/01/2020

Dental Plan Effective Date

01/01/2022

Vision Plan Effective Date

01/01/2024

Record Source

Carrier File

Last Name *

Re-verification End Date

04/30/2025

Dental Permitting Event

-- Record Source --

Vision Permitting Event

-- Record Source --

Dependent Type Locked

Comments

Added by Carrier File 2022-07-21

Save

Cancel

Dependent Re-Verification (DRV)

Presenter: Alison Drummer
Contact: DRV@calhr.ca.gov

Disabled Dependent Certification

Settings

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CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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Logout Delia Baulwin

1 Year Notification: April 2019

☐

Is Notified

Notified Date

Notified By

90 Day Notification: January 2020

☐

Is Notified

Notified Date

Notified By

60 Day Notification: February 2020

☐

Is Notified

Notified Date

Notified By

30 Day Notification: March 2020

☐

Is Notified

Notified Date

Notified By

Certify Dependent

☒

Certified

Document Received Date *

04/30/2020

Re-certification Effective Date *

05/01/2020

Re-certification End Date *

04/30/2025

Dependent Certified By

CalPERS

Date Coverage History

Certification Document List *

☒ Authorization to Disclose Protected Health Information (CalHR XXX) *

☒ Dependent Eligibility Verification Checklist (CalHR Form 781) *

☒ Disabled Dependent Member Questionnaire and Medical Report (CalHR XXX) *

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Parent-Child Relationship Certification

FAMILY CONNECT
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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Review Dependent

Dependent Type *

Parent Child Relationship

Status

Pending

First Name *

[REDACTED]

Birth Date *

09/10/2012

Dental Plan *

Yes

Vision Plan *

Yes

Delete Dependent

✓

Dependent Type Locked

Status Date

5/10/2023

Middle Name

[REDACTED]

Re-verification Effective Date

10/01/2023

Dental Plan Effective Date

01/01/2023

Vision Plan Effective Date

01/01/2020

Record Source

Carrier File

Last Name *

[REDACTED]

Re-verification End Date

09/30/2024

Dental Permitting Event

-- Record Source --

Vision Permitting Event

-- Record Source --

Comments

Added by Carrier File 2022-07-21

Save

Cancel

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Parent-Child Relationship Certification

90 Day Notification: June 2023

☐ Is Notified

Notified Date

Notified By

60 Day Notification: July 2023

☐ Is Notified

Notified Date

Notified By

30 Day Notification: August 2023

☐ Is Notified

Notified Date

Notified By

Certify Dependent

☒ Certified

Document Received Date *

Re-certification Effective Date *

Re-certification End Date *

Dependent Certified By

[Date Coverage History](#)

Certification Document List *

- ☒ Affidavit of Parent-Child Relationship (CalHR 025) *
- ☒ Dependent Eligibility Verification Checklist (CalHR Form 781) *
- ☒ Copy of first page of employee's federal or state income tax return such as IRS Form 1040 from the previous tax year listing child as a tax dependent (i)
- ☒ One Primary and two Secondary Supporting PCR Documents (see Supporting PCR Documentation on the CalHR 781) (i)

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Contact

- Before contacting the DRV Unit with policy and procedure related questions, please review all DRV resources including [BAM](#), [FCP Manual](#) and the [Human Resources Manual](#).
- Contact the DRV Unit at CalHR with questions on processes related to the Disabled Dependent and Parent Child Relationship benefits program for dependents enrolled in dental and/or vision benefits only.
- Departmental personnel offices can send DRV and FCP related questions via email to DRV@calhr.ca.gov.
- Current response time is five (5) business days.



CalHR Benefits Division Updates

Thank you!

*Benefits That Support
a Life Well Lived.*

Resources – CalHR Benefits Webpages

- [Benefits Website](#)
- [State HR Professionals](#)
- [State HR Professionals Benefits Toolkit](#)
- [State HR Professionals OE Resources](#)
- [HR Manual](#)
- [Open Enrollment](#)
- [CalPERS Open Enrollment for Active Members](#)
- [Virtual Library](#)
- [Benefits Calculator](#)
- [State Employees](#)
- [Health](#)
- [Dental](#)
- [Vision](#)
- [Insurance Benefits](#)
- [Consolidated Benefits \(CoBen\)](#)
- [FlexElect Reimbursement Account](#)
- [Life Insurance for Excluded Employees](#)
- [Group Legal Services](#)
- [Group Long-Term Disability Insurance \(LTD\) – Excluded Employees Only](#)
- [Work Resources](#)
- [Engagement Resources](#)

Resources – CalHR Benefits Contacts

- ACA Program ACA.Policy@calhr.ca.gov
- BAM Training BenefitsInquiries@calhr.ca.gov
- COBRA COBRA@calhr.ca.gov
- Dental Program dental@calhr.ca.gov
- Dependent Re-verification (DRV) Program DRV@calhr.ca.gov
- FlexElect Program FlexElect@calhr.ca.gov
- CoBen Program CoBen@calhr.ca.gov
- Group Legal Grouplegal@calhr.ca.gov
- Life Insurance LifeInsurance@calhr.ca.gov
- Long-Term Disability LTD@calhr.ca.gov
- Third Party Pre-Tax Parking Reimbursement Account Pre-TaxParking@calhr.ca.gov
- Vision/Dental Authorization Portal VisionDental.Authorization@calhr.ca.gov
- Vision Program vision@calhr.ca.gov
- Open Enrollment OpenEnrollment@calhr.ca.gov
- General Questions BenefitsInquiries@calhr.ca.gov



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

2025 FlexElect Dependent Care Reimbursement Account Open Enrollment

- SCO is creating a webpage that will include:
 - Checklist
 - Frequently Asked Questions (FAQs)
 - Completed STD. 701R Form Examples
- ConnectHR will have a specific dropdown for this Special Open Enrollment:
 - Benefits – STD. 701R Flex DCRA Special Open Enrollment ONLY
 - Goes live **May 1, 2025**
- Collaborating with CalHR on communications regarding dates/deadlines



Affordable Care Act Program

Presenter: Jordan Kergan

Contact: ACASupport@sco.ca.gov

Affordable Care Act Virtual Training (CalHr Part 1/SCO Part 2)

- May 12 and 13 training class registration is open *Possible May 15th (overflow)
- Visit [Affordable Care Act \(ACA\) Training](#) for more information and additional 2025 training dates
 - Future Dates:
 - June 23 and 24
 - August 4 and 5
- Register at PPSDACATraining@sco.ca.gov
 - Include attendee **full name** and **email address**
 - Specify which class date(s) you would like your staff to attend



STATEWIDE PROGRAM UPDATES



Business Analysis and Reporting Section

Presenter: Michele Hawkins

Contact: [MIRS Helpdesk](#) (916) 327-3926

Management Information Retrieval System (MIRS) Virtual Training Classes

- MIRS Virtual Training is an instructor lead, hands-on experience via Microsoft Teams
- This new training merges what was MIRS Initial Training and Advanced Training.
- Each class is a total of 24 hours, spanning over six days, in four-hour sessions.
 - Classes are held on Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. to 1:00 p.m.
- Training includes the following content:
 - MIRS File Descriptions (FD)
 - Navigating the MIRS System
 - Selecting Records (Where Phrases), Sorting Records (By Phrases), and Displaying Records (Verb Phrases)
 - Defines
 - Match Procedures
- Visit [MIRS Training](#) for additional information. Classes for 2025 are already full, but please subscribe to the [MIRS Listserv](#) to receive [MIRS Letters](#), notices for future training, etc.



Statewide Training Program

Presenter: Michael Berlanda

Contact: PPSDTraining@sco.ca.gov

- E-learning and Video Reminder
 - [Self-Paced Training Modules](#)
- Virtual Instructor-Led Courses Available
 - [PPSD Training Registration](#)
- Employee-Driven Registration



PPSD General Reminders

When you reconcile payroll, check that these *details* are correct:

- Withholdings and deductions
- Employer taxes
- Hours worked, including overtime, vacation time, sick days, etc.
- Wages and salaries

Make sure the numbers recorded are reasonable. Look at past payrolls to see if current pay period is similar. If there is a large difference, learn the cause. Then, make sure each transaction you entered is correct.

Resource: Payroll Procedures Manual (PPM) [Section M](#)



PPSD General Reminders

- Utilize ConnectHR to submit documents or upload data
- Please **do not** email forms that include employees' social security number (SSN) to the ConnectHR Team. All attachments containing SSNs are automatically deleted.
- Check [Weekly Processing Dates](#) before utilizing the [Escalation Email](#) process
- Update [California Personnel Office Directory \(CPOD\)](#)
- All HR Offices must promptly address all email messages that come through their Departmental Universal Email established with SCO (e.g., Ding Notices, ConnectHR Direct Deposit Feature – Approval Required, etc.)
- The [PPSD Register](#) – PPST's Monthly Newsletter
- Check out our recommended Human Resources [subscriptions](#)
- HR offices calling the [Statewide Customer Contact Center](#) (916) 372-7200 must listen to the prompts carefully and patiently to select the appropriate program area who may best assist with their inquiry.
- Share this information with your Human Resources Team!



SCO Resources

Websites:

- [Human Resources](#) (HR)
- [State Employees](#)

SCO Key Initiatives:

- [SCOConnect](#)
- [California State Payroll System Project](#)

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center \(SCCC\)](#) (916) 372-7200