

Dependent Re-Verification (DRV) Appeals Intake Form

California Department of Human Resources

State of California

DRV@calhr.ca.gov

Employee Information

Full Name	Birth Month	CalPERS ID	FCP ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dependent Re-Verification End Date	Re-Verification Date Requested	Date Employee Submitted Appeal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Employee Address and DRV Notices

Last Address Change Date	Current Mailing Address		
<input type="text"/>	<input type="text"/>		
1st Notice Sent	2nd Notice Sent	3rd Notice Sent	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Does address on notices match employee's current mailing address?

Yes No

DRV Information Review Checklist

The following DRV information was reviewed prior to providing the recommendation:

- [CCR 599.855 Dependent Verification and Re-Verification](#)
- [HR Manual 1424 - Dependent Re-verification \(DRV\)](#)
- [DRV Toolkit](#)
- [DRV FAQ's for HR Offices](#)
- [DRV FAQ's for Employees](#)
- [Government Code, Title 2, Division 5, Part 2.6, Chapter 1, Article 1, General, 19815.9](#)

Required Attachments

- Appeal Statement from Employee
- Appeal Memo from department on behalf of employee to either approve or deny retroactive re-verification of dependent(s)
- [CalHR Form 781](#) - completed by employee and signed by Personnel Specialist
- Supporting re-verification documents for dependent(s)
- Documents substantiating employee's extenuating circumstances

Departmental Personnel Office Recommendation

<p>Date Appeal Reviewed with Employee <input type="text"/></p> <p>Date Appeal Packet Submitted to CalHR <input type="text"/></p> <p>Appeal Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Deny</p> <p>HR Supervisor Name _____</p> <p>HR Supervisor Signature _____</p> <p>Date Signed _____</p>	<p>Brief description of request <input type="text"/></p> <p>Basis of Recommendation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employee did not receive notice - incorrect mailing <input type="checkbox"/> Personnel Office overlooked timely submitted DRV Packet <input type="checkbox"/> Other extenuating circumstances - Please describe: <input type="text"/>
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Instructions for completing the Dependent Re-Verification (DRV) Appeals Intake Form (CalHR-277)**Employee Information**

- Provide all requested information: Full Name, Birth Month, CalPERS ID and FCP ID
- Dependent Re-Verification End Date: The date the dependent(s) enrollment eligibility ended based on employee's birth month
- Re-Verification Date Requested: The effective date the employee wants to re-verify and reenroll the dependent(s)
- Date Employee Submitted Appeal: The date the employee submitted the DRV appeals request to their departmental personnel office

Employee Address and DRV Notices

- Last Address Change Date: The most recent address change date in PIMS
- Current Mailing Address: Enter the most current mailing address the employee provided to you through this appeal process (this could be different from what is in PIMS)
- 1st / 2nd / 3rd Notice Sent: Enter dates these notices were sent based on information in MyCalPERS (for Health appeals) and in FCP (for Dental and Premier Vision appeals)
- Does address on notices match employee's current address? Answer either Yes or No

DRV Information Review Checklist

All the resources listed in this section must have been reviewed prior to the submission of this appeal to CalHR. Check off all the resources that were reviewed.

Required Attachments

Attach and check off all required documents related to the appeal

Departmental Personnel Office Recommendation

- Date Appeal Reviewed with Employee: Enter date that the appeal and your determination was discussed with the employee
- Date Appeal Packet Submitted to CalHR: Enter date the complete appeal packet is submitted to CalHR for review
- Appeal Recommendation: Select either Approve or Deny based on your review of all the documents and DRV rules and regulations
- Basis of Recommendation: Check all that apply and add a brief note if applicable
- HR Supervisor Name, Signature and Date Signed: This appeal must be reviewed, signed and submitted by an HR Supervisor

California Department of Human Resources Privacy Notice on Information Collection

The California Department of Human Resources (CalHR) is committed to the privacy of your personal information. We collect this information through lawful means to fulfill our mandated human resources obligations to the State of California civil service workforce. All relevant and information we collect is governed by the State of California Information Practices Act of 1977 (Civil Code § 1798-1798.78), Government Code § 11015.5, Government code § 11019.9, and the California Public Records Act (Government Code Section 6250 et seq.).

Legal Authority for Collection and Use of Information

The California Department of Human Resources (CalHR) is requesting the information specified on this form pursuant to Government Code §§ 8310.5, 11019.11, 12946, 18720, 18720.1, 19233, 19234, 19705, 19790, 19792(h) and the California Code of Regulations, Title 2, §§ 599.980, 11013(b).

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR will not be able to determine your eligibility for state civil service employment and contact you as necessary.

Disclosure and Sharing

CalHR does not, under any circumstance, sell your electronically collected personal information. Government Code § 11015.5 (6) prohibits CalHR and all state agencies from distributing or selling any electronically collected personal information, as defined above, about users to any third party without the written permission of the user. Any distribution of electronically collected personal information will be used solely for its intended use.

However, we may share your personal information under the following circumstances:

- To other State Departments and third party vendors for administering our human resource responsibilities as required by law.
- You give us permission and we have your consent.
- We may release information to a party with a legal authority such as a subpoena.
- CalHR may distribute or provide public access to certain lists and statistical reports of regulatory information as provided by law, but no personal information is released without the user's consent. Additionally, CalHR may impose a charge for access to certain lists and statistical reports when authorized by law to do so.

Department Privacy Policy

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our Privacy Policy (www.calhr.ca.gov/pages/privacy-policy.aspx). You may wish to contact the appointing authority at which you are applying for a job position to receive specific information regarding that appointing authority's privacy policy.

Access to Your Information

You can review any personal information we collect about you. If you have any questions or concerns, please contact:

California Department of Human Resources (CalHR)
Attn: Benefits Division/DRV Unit
1515 S Street, 400N
Sacramento, CA 95811
DRV@calhr.ca.gov

NOTE: All requests should be referred to the requesting department if different from CalHR.