

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Dental Plan Enrollment Authorization STD. 692 (rev. 2/2008) Vision Plan Enrollment Authorization STD. 700 (rev. 2/2008)	REFERENCE NUMBER: 2008-023
DATE ISSUED: 08/11/08	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Benefits Division

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This memo provides information regarding the Dental Plan Enrollment Authorization STD. 692 and Vision Plan Enrollment Authorization (STD. 700). Both forms have been revised. The forms are used for specific actions taken on eligible employees dental and vision coverage. The forms are also used to enroll eligible employees and dependents in COBRA continuation coverage. The revisions to the forms were mainly changes to the formatting.

The STD 692 rev. 2/2008 and STD. 700 rev. 2/2008 can be ordered through the Department of General Services (DGS), Office of State Publishing and are also available as fill and print forms on the DGS Web site. The forms can also be downloaded from DPA's Web site at www.dpa.ca.gov, in the forms directory. Your department should prepare to discontinue using any previous revisions to the STD. 692 and STD. 700, and start using the STD. 692 (rev. 2/2008) and STD. 700 (rev. 2/2008) forms. The State Controller's Office Benefits Unit will no longer accept any previous revisions to these forms after October 1, 2008, and any old forms received after this date will be returned unprocessed to the Personnel Office.

Thank you for your cooperation. If you have any questions regarding this information, you may contact Bryan Bruno, Staff Personnel Program Analyst, at (916) 445-9841.

/s/ Greg Beatty

Greg Beatty, Chief
Benefits Division