

State of California

M E M O R A N D U M

To: Personnel Management Liaisons

Date: May 10, 1990  
Reference Code: 90-17

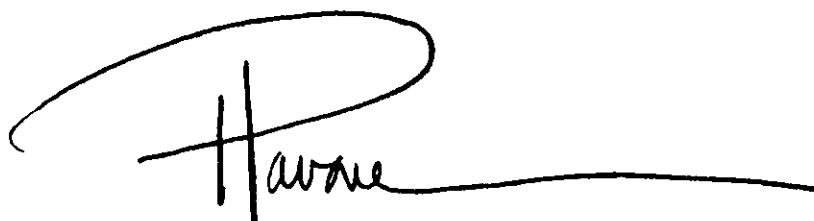
From: Department of Personnel Administration

Subject: DentiCare and CDHP Dental Plans Employee Assignment Based on Zip Code

When employees who were enrolled in the Safeguard Dental Plan rolled over into DentiCare or CDHP based on their zip code, a magnetic tape for these enrollees was sent to the respective carrier. This tape contained the employee's name and social security number, but did not contain the employee's address or the names of their dependents. As a result, the carrier could not contact the employee to request their selection of a dental provider.

DentiCare and CDHP have now received the addresses for these employees, and have sent a letter to them requesting that they select a dental provider, and submit the names and birthdates of their dependents by completion of the carrier's dental enrollment document. The employee should return this document directly to the carrier. Upon receipt of this information, each carrier will verify the number of dependents against the party code on record. If there is a discrepancy, the employees will be advised to contact their personnel office to resolve the issue. The personnel office should verify that the listed dependents agree with the most recent dental enrollment document on file.

Any questions regarding this memorandum should be directed to Janice Yates of my staff at (916) 324-0535 or ATSS (8) 454-0535.



Patricia Pavone, Chief  
Benefits Division

PP:JAY:rd