

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS                      DATE: July 16, 1996  
REFERENCE CODE: 96-037

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Department Personnel Officers  
Department Training Officers

FROM: Department of Personnel Administration  
Benefits Division

SUBJECT: Planning Ahead - Handbook for Beneficiaries of State Employees

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Attached for your information, is a copy of the new handbook for beneficiaries of State Employees titled Planning Ahead. The handbook is designed to be used as a planning tool to help answer questions that may arise in the event of the death or serious illness of a State employee.

This booklet will be available, after July 22, 1996, from the Department of General Services, Documents and Publications Unit. The publication will be sold in a package (PG) of ten, at a cost of \$10.00 per PG. The stock number is 7540-980-1005-7. The publication may be ordered on a Supply Order form (STD 116). The price of this publication may vary in the future due to fluctuations in customer demand and/or production and distribution costs. Please call the customer services number of the Documents and Publications Unit, (916) 574-2200 (CALNET 481-2200), if you need assistance in placing your order.

We appreciate your support in distributing this material to employees. This information is also available in an electronic format for those departments that wish to customize the information prior to distribution. If you wish to have an electronic copy of the document, please contact Diana Rivera at the telephone number or electronic mail addresses listed above.

  
Patricia Pavone, Chief  
Benefits Division

Attachment