

MEMORANDUM OF UNDERSTANDING
Between Peralta Community College District and Peralta Federation of Teachers
Regarding Peralta/CoreSource Dependent Eligibility Audit

The Peralta Community College District (“District”) and the Peralta Federation of Teachers (PFT) have met in good faith and hereby agree to the following:

Our goal is to eliminate ineligible dependents from the health plans with the least impact on employees. To achieve this, the Benefit Team intends to establish an all-inclusive project team (With PFT, SEIU, L39, Confidential and PRO representation); increase concise, timely communications; communicate in various formats (email, mail, phone, etc.); seek input and assistance throughout the process. (Approximate medical dependents: 1,300 individuals)

Basic Principles of Dependent Audits:

1. At least six months prior to a planned audit, the District shall contact all Union representatives and necessary administrators to work together on a timeline that would include:
 - formation of a Project Team;
 - pre-announcement – Every month then every week;
 - first mailings with return post marked envelopes;
 - follow up mailings;
 - setting of deadline to complete audit; and
 - multiple ways employees and retirees will be contacted about the audit and follow up information.
2. All Union representatives and necessary administrators shall sign off on the process and timelines. Simply mentioning something at a Benefits Committee meeting is not enough.
3. Benefits office will invite Peralta Retirees Organization (PRO) to the discussions and meetings as “subject area experts” with expertise in how to best reach retirees.
4. All materials regarding the audit to be developed and reviewed by all parties (and PRO) **before** being distributed. Timelines for sending the materials to the Unions will be included in #1 above.
5. If documentation from a unit member or retiree is not received by whatever deadline is agreed on November 30, the District shall instruct CoreSource to suspend payment of benefits **for that dependent** pending receipt of the required documentation. This would mean that if a claim comes in, CoreSource would not process the claim, but instead would send an EOB (Explanation of Benefits form) saying "we cannot process this claim because we have not received documentation which verifies your benefits eligibility."

6. When the audit process is concluded, the Benefits Department will contact, via letter, employees who did not submit the required documentation. The letter will notify them that their dependent's CoreSource/Kaiser coverage will be terminated as of January 1, 2020, due to non-submission of required documentation. The Benefits office shall have up to sixty days after notification to reverse this termination of coverage, if documentation is provided to the Benefits office. (see #10 below).
7. All Union representatives and necessary administrators will have access to a created inbox that has regular updates, including receipt of documents. In addition, there will be weekly notification to all parties.
8. Overall, PFT and PCCD shall agree that no dependents will be removed without multiple efforts to let the Peralta employee/retiree know they must verify their dependent's eligibility. **Multiple efforts shall include notification by USPS, email (if available) and telephone calls.** No employee or their dependent shall be held responsible for either poor planning on the District's part, USPS delivery, or ability to efficiently mail materials and receive and process documents.
9. In the event that CoreSource/Kaiser denies coverage for a dependent, the District will notify the PFT (if employee is active) or PRO (if employee is retired) within 5 business days of making that determination. All notifications shall comply with HIPPA regulations. Notification will include name of employee (retiree) and name of dependent, subject to HIPPA regulations.
10. If terminated dependent submits documentation within 60 days of non-compliance date the Benefits Office will notify the union representatives and necessary administrators to discuss the reinstating of the dependent. **If terminated dependents produce documentation confirming their entitlement to benefits, they shall be promptly reinstated.**
11. The District will not ask for the Social Security Numbers of dependents.
12. The District shall make every effort to save copies of verification documents (such as birth certificates) sent in by Peralta employees during this process. While documentation will be required in the 2019 dependent audit, on the 2021 audit, in subsequent audits, Peralta employees will be allowed to simply check a box saying that the documents are still valid, rather than having to send them in again and again.

For Peralta Community College District:

By: _____
Dr. Fran White, Interim Chancellor

Date: _____

By: _____
Chanelle Whittaker, Esq. Chief Negotiator
and Interim Vice Chancellor for Human Resources
& Employee Relations

Date: _____

For Peralta Federation of Teachers:

By: _____
Jennifer Shanoski, President

Date: _____

By: _____
Rick Greenspan, Chief Negotiator

Date: _____