



CASH OPTION (STD. 701C/702) FORM CHECKLIST

VERIFY THE CORRECT FORM IS BEING USED

- ☐ STD. 702 is used to enroll, change, or cancel cash option for employees in a CoBen eligible classification. **CoBen employees are excluded or in Bargaining Units 2, 7, 8, 16, 17, 18, or 19.**
- ☐ STD. 701C is used to enroll, change, or cancel cash option for employees in a Non-CoBen eligible classification.

CHECK SECTIONS COMPLETED BY THE EMPLOYEE (1 THRU 7) TO ENSURE THE FOLLOWING:

- ☐ Form is legible.
- ☐ "Open Enrollment" is checked in section 1.
- ☐ Employee Social Security Number matches the employee's name.
- ☐ Section 6 (Statement of Other Qualifying Group Health and/or Dental Coverage) is completed if employee is enrolling in a Cash Option. **Don't forget to fill out section 6D.**
- ☐ Form is signed and dated by employee (original signature required, e-signature is okay).

CHECK SECTIONS TO BE COMPLETED BY THE PERSONNEL OFFICE (8 THRU 23) TO ENSURE THE FOLLOWING:

- ☐ The effective date of action is 01-01-26.
- ☐ Permitting Event Date is blank.
- ☐ Permitting Event Code is blank.
- ☐ Form STD. 692 is attached and the "Yes" box in Section 14 is checked if employee is canceling their current dental insurance plan or enrolling into a dental insurance plan.
- ☐ Indicate "Open Enrollment" in the remarks section and provide any additional information necessary to clarify the action being taken.
- ☐ Form is signed and dated by Personnel Specialist.
- ☐ Personnel Specialist contact phone number and agency universal email are legible.

FORM STD. 702 ONLY:

- ❑ Correct Health and Dental amounts are listed on the form. CoBen employees can select Medical Cash Option or Medical and Dental Cash Option. CoBen employees cannot elect Dental Cash Option only.

CoBen Cash	Amount
Medical Only	\$130
Dental Only	NOT ALLOWED
Medical and Dental	\$155

FORM STD. 701C ONLY:

- ❑ Correct Health and Dental amounts are listed on form. Non-CoBen employees can elect Medical Cash Option, Dental Cash Option, or both.

Cash Option	Amount
Medical Only	\$128
Dental Only	\$12
Medical and Dental	\$140

HELPFUL HINTS

- ❑ Permanent Intermittent employees must re-enroll in Cash Option if they want to continue to receive Cash Option next year.
- ❑ No action is required of employees enrolled in Cash Option who want to continue Cash Option next year unless employee is a Permanent Intermittent employee.
- ❑ Effective August 1, 2022, there is no longer a three-year commitment for the dental cash option. Once enrolled in the cash option in lieu of dental benefits, the employee will no longer be prohibited from reenrolling in a state-sponsored dental plan for three plan years. Employees who are currently enrolled in the dental cash option may enroll in a state-sponsored dental plan during this open enrollment period.
- ❑ When submitting STD. 701C/702 to enroll employee in Cash Option in lieu of medical benefits, cancellation of health benefits must be entered into my|CalPERS prior to submission of form to SCO.
- ❑ All CalPERS-sponsored health plans meet the minimum value standards. Employees covered under individual coverage, such as TRICARE, Medicare, Medi-Cal, and Covered California are not eligible for the Cash Option, even if they meet the minimum value standards. This includes Veterans Administration (VA) coverage and Indian Reservations.
- ❑ **Employees in CBID R02 may use TRICARE as a valid health plan to receive CoBen Cash in lieu of health benefits. No other CBID is eligible to use TRICARE.**
- ❑ Be sure to use the current form.

CONNECTHR UPLOAD GUIDE

- ❑ If there is a related STD. 692 Dental New or Cancel, please combine with associated STD. 701C/702 as one PDF.
- ❑ **SCO cannot process forms received with passwords or combined in an Adobe XML or Adobe Portfolio document.** Please “Microsoft Print to PDF” the forms prior to uploading to expedite processing.
- ❑ If employee is simultaneously enrolling or canceling FlexElect / CoBen Cash and Dental, upload combined forms together as one PDF in ConnectHR. They shall be uploaded under FlexElect / CoBen Cash dropdowns only.
- ❑ If you already uploaded the combined STD. 701C/702 and STD. 692 as one PDF under the FlexElect / CoBen dropdown in ConnectHR, then do not upload the STD. 692 separately.
- ❑ When sending revisions to a form already submitted for open enrollment processing, clearly mark the document as revised.

RESOURCES

- ❑ [CalHR Benefits Administration Manual \(BAM\).](#)
- ❑ [CalHR Benefits calculator](#) –This tool can auto-populate fields on the STD. 692 form.
- ❑ [CalHR Open Enrollment Resources](#)