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Debra Duardo, M.S.W., Ed.D., *Superintendent*

April 7, 2022

TO: Business and Personnel Administrators
Chief Business and Chief Personnel Officials, HRS Coordinators
Los Angeles County K-12 School and Community College Districts,
Regional Occupational Centers/Programs (ROC/Ps), Charter Schools and
other Local Educational Agencies (LEAs)

FROM: Claudette Wiggan-Reid, CalPERS Retirement Systems Coordinator
District Personnel Information Services
Division of School Financial Services

SUBJECT: State Social Security Administrator (SSSA) Annual Request for Information (AIR)

The California Public Employees' Retirement System (CalPERS) has enhanced myCalPERS (MCP) to collect employer information and distribute invoices for Social Security purposes. CalPERS is responsible for administering the Section 218 Agreement with the Social Security Administration (SSA) for state and local government agencies that provide Social Security and Medicare coverage for their employees.

Effective July 1, 2019, the State Social Security Administration (SSSA) implemented administrative fees to cover the cost of administering the agreement. Since then, the Los Angeles County Office of Education (LACOE) has submitted employee data (number of W-2s issued annually) on behalf of districts, to CalPERS. This responsibility is now transferred to individual districts. Refer to Informational Bulletin No. [5357](#) dated April 20, 2021 for additional information. Click [here](#) to obtain step-by-step instructions provided by CalPERS.

Required District Actions:

CalPERS sent letters to districts requesting the completion of the Annual Request for Information (AIR) directly in myCalPERS. Attachment No. 1 is a sample of that letter for districts that have not received it. The information is due to CalPERS by April 7, 2022.

In order to complete the AIR, each district is required to designate a "Social Security Contact." Districts that need to assign a Social Security Contact, please complete Attachment No. 2, the CalPERS Access form. Select **Social Security Contact** and fill in the designee's information. A supervisor's signature is required. Return the signed form to: PERS_MAR1@laoe.edu to obtain the required security clearance.

If there are any questions regarding this bulletin, please contact either staff listed below via email:

- Claudette Wiggan-Reid Wiggan_Claudette@laoe.edu
- Aura Rodriguez Rodriguez_Aura@laoe.edu

Approved:
Yumeka Seabrooks
Project Management Officer
School Financial Systems and Services

CWR:sm

Attachments

SFS-A45-2021-2022



CalPERS Access Form

PERS Health Coverage:

Does this district have health coverage through CalPERS? (Required) Yes No

District Information:

Supervisor's Name: _____

School District / Agency: _____

Title: _____

Telephone: _____

E-Mail: _____

The following employee requires access to MyCalPERS as follows:

- Payroll (RO) Inquiry – view employees' information and contributions reported to MCP
- Enrollment (RO) Inquiry – view employees' membership and retirement status, i.e. Classic/PEPRA
- Arrears & SCP Certification – initiates buy-back and certify payroll information for buy-backs and other transactions
- Retirement Contracts – for districts with additional contracts at CalPERS only, i.e. school police
- Social Security Contact – will complete the Annual Information Request (AIR) and will receive SSSA invoices
- Supplemental Income Plan – districts with 457 plans
- CERBT/CEPPT: Retiree Benefit Trust (*IRS Section 115*)
- GASB Contact
- Primary District Contact

User Information:

Employee's Name: _____

Is this employee a CalPERS member? Yes No

If answer is "no," please provide the person's Date of Birth _____

LACOE EID / SSN: _____

District Address: _____

Phone Number: _____

E-Mail: _____

Possible Username (*if available*): _____

Supervisor's Signature: _____ Date: _____

LACOE OFFICE USE ONLY	
User Name:	Process Date: