



California Public Employees' Retirement System

Financial Office | Pension Contract Management Services &
Prefunding Programs

P.O. Box 942709

Sacramento, CA 94229-2709

TTY: (877) 249-7442

888 CalPERS (or 888-225-7377) phone • (916) 795-4673 fax

www.calpers.ca.gov

School Applicant Questionnaire

Thank you for your interest in the California Public Employees' Retirement System (CalPERS) benefit programs. Please complete this School Applicant Questionnaire (Application) as thoroughly as possible and provide supporting documentation for all responses. Your application cannot be reviewed until all requested information has been provided. We ask that you provide clear and complete answers to avoid delays in the review of your Application.

Once you submit your completed School Applicant Questionnaire, a CalPERS analyst will be assigned to your case and will be available to assist you in the contracting process. Keep in mind this Application is only the first step in the application process and we may require additional information or supporting documentation from you as part of the application process. CalPERS staff will contact you with more specific details on the contracting process after we receive your completed Application and be available to you throughout the process.

Before fully reviewing your application information, we cannot guarantee you will be eligible to contract with CalPERS for participation in the CalPERS benefit plans (CalPERS Plans). This Application is not an offer to contract. Therefore, do not withhold and report CalPERS retirement contributions from any of your employees in anticipation of eligibility to participate in the CalPERS Plans, nor should you report your employees under any other agency currently participating in the CalPERS Plans.

Agency Contact Information:

Official Agency: _____
Mailing Address: _____
Street Address: _____
City, State, Zip: _____
County: _____

Authorized Agency Representative:

Name: _____
Title: _____
Telephone: _____
E-mail: _____

Please provide complete copies of documents of creation such as the Articles of Incorporation, Bylaws, any amendments, filings with the Secretary of State, and supporting documents such as Board adoption resolutions and charter petitions as applicable. Please feel free to provide your answers on additional pages, if necessary.

School Application Questions:

1. Are you a County Office of Education or Unified School District?

No.

Yes. If yes, you do not need to answer any additional questions. Please proceed to signing the attached "Employer Certification" on page 4 of this application along with your supporting documentation (e.g., bylaws, formation documents).

2. What type of entity is the school?

Public School

Charter School: if yes, please select organization type:

Non-Profit Corporation For Profit

Other: If other, please describe:

3. Does a board or department of education, a county office of education or school district have the power to nominate, appoint, remove, and replace a majority of the members of the school's governing board or body?

No.

Yes.

Are a majority of the members of the school's governing board publicly nominated and elected or appointed?

No.

Yes.

Publicly Nominated and Elected. Who nominated and elected the members?

Appointed. Who appointed the members?

4. Will the school's net assets be distributed to a board or department of education, a county office of education, school district, eligible public charter school or another eligible public school should the school cease to exist?

No.

Yes. If yes, please describe in detail and reference Bylaws, contracts or agreements, or other governing documents in the following table:

Affiliated Entities /	Relationship	References

5. Please provide a detailed description of all sources of revenue or funding and expenditures, including a description of any non-public sources, received or expected to be received by the school to establish or operate the school, and percentage of each.

Sources of Revenue/Funding	Percentage of Total Funding (all

6. Does your school meet California Education Code standards for academics, financial accountability, and health and safety standards?

No.

Yes.

7. Are any of the school's employees currently participating in or reported to CalPERS by or through another entity?

No.

Yes. If yes, please explain the current arrangement and identify any other entity(ies) or organization(s) involved.

- How many total employees of the applying entity will participate in CalPERS? _____

8. Please submit yours or your parent organization's recent Independent Auditor's Report.



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Employer Certification

The undersigned hereby agrees and acknowledges that Employer is aware and understands that the participation of its employees and retirees in one or more of the CalPERS benefit plans (CalPERS Plans) is subject to, among other things, the determination of Employer's eligibility to participate in a governmental plan pursuant to the Internal Revenue Code (IRC). Employer acknowledges that the Internal Revenue Service (IRS) is in the process of drafting regulations under Section 414(d) of the IRC and that these regulations, when final, may impact Employer's eligibility to participate in the CalPERS Plans.

Employer understands that even if CalPERS determines that Employer is eligible to participate in the CalPERS Plans based upon its good faith interpretation of existing IRS guidance, upon publication of final Treasury Regulations pursuant to Section 414(d) of the IRC (Revised Regulations), it may be determined that Employer would not be eligible to participate in a governmental plan under such Final Regulations. Employer further understands that in the event of such a determination, CalPERS will be obligated to comply with the Final Regulations and, if required, terminate the Employer's participation in the CalPERS Plans, including cancellation of all benefits for employees and retirees of the Employer (Termination).

By executing this Certification below, the undersigned certifies that all information provided to CalPERS in connection with Employer's application to contract, including all information provided in this Application, is true and correct. The undersigned agrees to update the information contained in this Application within ten (10) calendar days of the date the undersigned knows or should have known of any error or change to any information provided to CalPERS.

The undersigned certifies that he or she has been duly authorized by Employer to execute this Certification on behalf of Employer.

I, the official named below, acknowledge and declare I have read and understand the Application and Employer Certification. I am duly authorized to make this declaration on behalf of the above- named Employer, and declare the foregoing is true and correct as of the date of execution of this document. I further acknowledge my Employer's responsibility to provide updates in the event this information is determined to be incorrect or has changed.

Signature: _____

Name: _____

Title: _____

Date: _____

Privacy Notice

The privacy of personal information is of the utmost importance to CalPERS. The following information is provided to you in compliance with the Information Practices Act of 1977 and the Federal Privacy Act of 1974.

Information Purpose

The information requested is collected pursuant to the Government Code (sections 20000 et seq.) and will be used for administration of Board duties under the Retirement Law, the Social Security Act, and the Public Employees' Medical and Hospital Care Act, as the case may be. Submission of the requested information is mandatory. Failure to comply may result in CalPERS being unable to perform its functions regarding your status.

Please do not include information that is not requested.

Social Security Numbers

Social Security numbers are collected on a mandatory and voluntary basis. If this is CalPERS' first request for disclosure of your Social Security number, then disclosure is mandatory. If your Social Security number has already been provided, disclosure is voluntary. Due to the use of Social Security numbers by other agencies for identification purposes, we may be unable to verify eligibility for benefits without the number.

Social Security numbers are used for the following purposes:

1. Enrollee identification
2. Payroll deduction/state contributions
3. Billing of contracting agencies for employee/ employer contributions
4. Reports to CalPERS and other state agencies
5. Coordination of benefits among carriers
6. Resolving member appeals, complaints, or grievances with health plan carriers

Information Disclosure

Portions of this information may be transferred to other state agencies (such as your employer), physicians, and insurance carriers, but only in strict accordance with current statutes regarding confidentiality.

Your Rights

You have the right to review your membership files maintained by the System. For questions about this notice, our Privacy Policy, or your rights, please write to the CalPERS Privacy Officer at 400 Q Street, Sacramento, CA 95811 or call us at **888 CalPERS** (or 888-225-7377).

Charter School Reporting Approval Process

Contact Information for County School	
Name of County School (CS)	
CalPERS ID	
Name of Contact	
Title	
Phone number	
Email	

Contact Information for Charter School (employee / member of the Charter)	
Name of Charter School	
CalPERS ID	
Name of Contact	
Title	
Phone number	
Email	

Contact Information for the Third-Party Reporter, if applicable	
Name of Third Party Company	
CalPERS ID (if existing)	
Name of Contact	
Title	
Phone number	
Email	

Reporting Questions to Ask:

1. What is the effective date that the Charter will begin enrolling and reporting payroll for their members?	
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2. Will the County School report enrollments and payroll for the Charter (scenario a) -or- Will the Charter plan on reporting enrollments and payroll directly to CalPERS? (scenario b)	
a. County School will report for the Charter <ul style="list-style-type: none"> County School can report directly to CalPERS upon approval from Contracts and Membership. b. Charter will report directly to CalPERS: <ul style="list-style-type: none"> County School must provide approval for the Charter to report independently. The County School must submit a letterhead to the CalPERS Payroll team providing approval. 	

3. If the Charter plans on reporting their own enrollments and payroll, will they be using a third-party vendor to report on their behalf?	
<ul style="list-style-type: none"> Provide Third Party contact details to initiate BP relationship process 	