



January 20, 2009

MEMORANDUM

To: Payroll Support Vendors for Entities Participating in SHBP

From: State Health Benefit Plan (SHBP)

Subject: New File Layout Due to Change to Direct Billing

In July 2008, all entities participating in the State Health Benefit Plan (SHBP) were notified that beginning in fiscal year 2010 (**July 1, 2009**), the basis for funding the SHBP would change.

Currently the SHBP billing reflects only the employee contribution required based upon the employee's selected coverage tier and option. The employer contribution is calculated by the payroll location.

Beginning with the billing in July 2009 for August 2009 coverages, SHBP will bill a "total premium" for each covered employee, based upon the coverage option and tier selected. The amount billed will include **both** the employee and employer contributions.

Changes will be required in the file layout for the Payroll Deduction files (PUF) that are provided to SHBP. We have attached the new file layout and have highlighted areas where changes are required in order for you to determine the program changes needed.

This file layout also reflects changes that will be made in the file layout (MESHBPIN) that is provided to the payroll locations and can be used to update their system. With the change to Direct Billing, the MESHBPIN file will now show the maximum employee contribution as well as the employer contribution.

We will be providing premium information and instructions for submitting test files at a later date. In the meantime, if you have any questions regarding the changes in the file layout, please contact Deborah Sheppard @ dsheppard@dch.ga.gov or 404-463-0212.