

MICHELLE LUJAN GRISHAM  
GOVERNOR

KEN ORTIZ  
CABINET SECRETARY

MARK TYNDALL  
RISK MANAGEMENT DIRECTOR



State of New Mexico  
General Services Department

ADMINISTRATIVE SERVICES DIVISION  
(505) 476-1857

FACILITIES MANAGEMENT DIVISION  
(505) 827-2141

PURCHASING DIVISION  
(505) 827-0472

RISK MANAGEMENT DIVISION  
(505) 827-2036

STATE PRINTING & GRAPHIC SERVICES BUREAU  
(505) 476-1950

TRANSPORTATION SERVICES DIVISION  
(505) 827-1958

No. 21-001

***Benefits Administration Letter***

Issued per NMSA § 10-7B-1 *et.seq.*

Date: June 9, 2021

**Subject**

Data and Financial Administrative Requirements for Local Public Bodies (LPBs)

**Purpose**

In order to ensure accurate premium billing and proper crediting of LPB premium payments, this Letter of Administration is issued to provide notice of the following important requirements:

**Administrative Processes**

Please refer to Local Public Body (LPB) Benefit Plan Participation Requirements that you joined the State of New Mexico Group Benefit Plan under. Minimum Requirements include the following:

- “Must sign up for and utilize the provided billing system software (Sun Systems). Use billing system to insure that premium payments are timely and accurate, “
- When submitting monthly premium payments, based on the Sun Systems-generated invoice, each LPB must submit only **two (2)** payment checks: one check is for the combined total of all Life coverage premiums, and the second check is for the combined total of all other benefits premiums (medical, dental, vision, disability)
- Erisa, the State’s Group Benefits Plan administrator, periodically conducts audits to ensure accurate data on LPB participants, including their exact benefit coverages. Due to the importance of maintaining current benefit details, LPBs must submit the requested information to Erisa’s audit requests within two (2) weeks of receipt

As of Plan Year 2021, several LPBs are not paying as billed. If an LPB needs to make an adjustment, they must contact Erisa to review and reconcile through an audit. This one-pool approach works if all participants follow the required administrative processes. LPBs who choose not to follow the State’s Group Benefits Plan policies & regulations risk being discontinued from participation in the SONM Group Benefit Plan.

Questions should be directed to Erisa at 505-244-6000 or 1-855-618-1800.

Sincerely,

A handwritten signature in black ink, appearing to read "MT", written over a white background.

Mark Tyndall, Director, Risk Management Division

PHYSICAL ADDRESS: JOSEPH MONTROYA BUILDING, 1100 ST. FRANCIS, SANTA FE, NM 87505

MAILING ADDRESS: PO Box 6850, SANTA FE, NEW MEXICO 87502-6850