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NY01-11

MEMORANDUM

TO: New York State Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: On the Road with the Empire Plan for Actives
DATE: April 13, 2001

On The Road with the Empire Plan – Actives

We are happy to announce the updated active version of *On the Road with the Empire Plan*. This booklet advises active enrollees in the Empire Plan of what they need to know regarding their health insurance while traveling outside of New York State. It is also useful for enrollees with dependent students who will be heading off to college away from home. It provides valuable information on the Empire Plan with important phone numbers. This publication updates information distributed in the June 1999 version of *On the Road with the Empire Plan* for actives. Please destroy any copies of that version you may have on hand.

Poster

We are shipping you posters equal to five percent of your Empire Plan active enrollment. Please display the posters as soon as you receive your booklets and are ready to distribute them. In addition to the posters, the announcement on the Department of Civil Service Web site: <http://www.cs.state.ny.us> and a brief notice in the spring *Empire Plan Reports* will be the only method enrollees will learn about the availability of the booklets.

Distribution of Booklets

We are not mailing *On the Road with the Empire Plan* to the homes of active enrollees. They will be available at upcoming Health Fairs and meetings in 2001. We will send you a supply equal to 5 percent of your Empire Plan enrollment for distribution upon request.

On the Road with the Empire Plan on EBD Web site

Please check our Web site for copies of new publications. On EBD OnLine, select Publications and Order Forms and choose any group to find *On the Road with the Empire Plan*. We post publications when we sign off for printing. That means you can see the publications before receiving them in your agency. Go to the Department of Civil Service Web site: <http://www.cs.state.ny.us> and click on Employee Benefits for NYS OnLine.

Ordering Publications

If you need additional posters and/or booklets, we have enclosed Publications Supply Request Forms that include these pieces. Please do not order until you have received your initial supply. Please do not use old copies of these forms or write anything in the borders or white space. Photocopy as needed. When you fax your order forms, you do not need to send cover sheets, provided you complete all the information requested.

If you have any questions, please call the Communications Unit at (518) 457-7577. Thank you for your assistance with this distribution.



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