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PA02-05

MEMORANDUM

TO: Participating Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: On the Road with the Empire Plan 2002
DATE: April 2, 2002

On The Road with the Empire Plan

We are happy to announce the updated version of *On the Road with the Empire Plan*. This booklet advises 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. It provides valuable information on the Empire Plan with important phone numbers. This publication updates information distributed in the April 2001 version of *On the Road with the Empire Plan*. Please destroy any copies of that version you may have on hand.

Poster

We are shipping you posters equal to three percent of your Empire Plan 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 by which 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 enrollees. We will send you a supply equal to 10 percent of your Empire Plan enrollment for distribution upon request.

Reordering

To reorder this publication, please use the Publications Supply Request Form attached to this memo. Or, instead of faxing the form you may order on EBD OnLine. From the homepage, open Publications and Forms, then open NYSHIP Publication Order Forms. Choose the appropriate group, then "Order Online" or "Print or View Form" and follow instructions. If you need help accessing EBD OnLine, please call the Help Desk or your processor. **Please wait until you receive your shipment of the new booklet [EP Road Act 3/02] before you place an order.**

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Publications available on the Internet

Please check the Web site for new publications. We post publications when we sign off for printing. That means you can see the publications before employees start receiving them. To find the new booklet on the EBD OnLine Web site, go to <http://www.cs.state.ny.us/ebdonline> and choose Publications and Forms. Or, go to the Department of Civil Service Web site, <http://www.cs.state.ny.us>, and click on Employee Benefits, then choose the group to find the appropriate version of *On the Road with the Empire Plan*.

If you have questions about this publication, please call the Communications Unit at (518) 457-7577.

(See attached for forms.)