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MEMORANDUM

TO: Participating Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Retirement Incentive Program
DATE: September 9, 2002

The 2002-2003 Retirement Incentive Program and Your Health Insurance

We are happy to send you the August 2002 *Retirement Incentive Program and Your Health Insurance* for employees of NYSHIP Participating Agencies. This publication provides information about health insurance if an active enrollee retires under the incentive program or under regular retirement.

Distribution

We will send you a supply of *Retirement Incentive Program and Your Health Insurance* equal to 3 percent of your NYSHIP active enrollment. Please offer this publication to employees who are eligible for the Retirement Incentive Program. We are not mailing this publication to enrollee homes.

Reordering

To reorder this publication, please use the Publication 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. Select PA (Participating Agencies), then "Order Online" and follow instructions. If you need help accessing ebd_online, please call the Help Desk or your processor. **Please wait until you receive your copies of the publication [PA0107 PA Retirement Incentive/8-02] before you place an order.**

Publication available on the Internet

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(See attached forms.)