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PA04-02

MEMORANDUM

TO: Participating Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: NYSHIP General Information Book and Empire Plan Certificate for PA CORE
DATE: March 31, 2004

New book/certificate for Participating Agencies with Empire Plan CORE Benefits

We are happy to announce that the March 1, 2004 *NYSHIP General Information Book and Empire Plan Certificate for Participating Agencies with Empire Plan CORE Benefits* is at the printer and will be mailed in April.

This book replaces the January 1, 1995 version and all *Empire Plan Reports* and Certificate Amendments updating it through December 2003. Please remove those old materials from your shelves and recycle them when you receive your supply of the new book.

Distribution

As we mail the new book to employees' homes, we will send you a supply equal to 5 percent of your enrollment. We drew labels from NYBEAS on March 26, 2004. Please be sure to give a copy of the book to each employee who enrolls in the Empire Plan after March 26, 2004.

Reordering

To reorder this publication, please use the Publications Supply Request Form enclosed in your shipment carton. 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. 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 book [GIB-EP/PA-CORE/3-04] before you place an order.**

Publications available on the Internet

Please check the Web site for new publications. We generally post publications when we sign off for printing. That means you can see the publication before employees receive them. To find the new book on the ebd_online Web site, go to www.cs.state.ny.us/ebdonline and choose Publications and Forms. Or, go to the Department of Civil Service Web site, www.cs.state.ny.us, and click on Employee Benefits, then choose Publications and Forms.

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