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PA04-06

## MEMORANDUM

**TO:** Participating Agency Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** NYSHIP General Information Book and Empire Plan Certificate for  
PA CORE PLUS ENHANCEMENTS  
**DATE:** May 13, 2004

### **New book/certificate for Participating Agencies with Empire Plan Core Plus Enhancements**

We are happy to announce that the May 1, 2004 *NYSHIP General Information Book and Empire Plan Certificate for Participating Agencies with Empire Plan Core Plus Enhancements* is at the printer.

This book combines and replaces the July 1, 2000 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: For NEW enrollees only**

We are **not** mailing this book to enrollees' homes. Enrollees may continue to use the Empire Plan documents they have now. To keep Empire Plan costs down, we are printing only enough copies for you to give to new hires. **Please be sure to give a copy of the book and the March 2003 HIPAA Notice of Amendment [AL0416] to each employee who enrolls in the Empire Plan with Core Plus Enhancements after May 1, 2004.**

When the PA Plus benefit package changes, we will issue a new book/certificate for all enrollees that will be mailed to enrollee homes.

### **Reordering**

The July 1, 2000 book/certificate and updates to it will no longer be available for reorder. To reorder the May 1, 2004 book/certificate, 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-PLUS/5-04] before you place an order. And, please order only the quantity needed for new hires.**

### **Publications available on the Internet**

Please check the Web site for new publications. We generally post publications when we sign off for printing. To find the new book on the ebd\_online Web site, go to [www.cs.state.ny.us/ebdonline](http://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](http://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.