



STATE OF NEW YORK

GEORGE E. PATAKI
GOVERNOR

DEPARTMENT OF CIVIL SERVICE
THE STATE CAMPUS
ALBANY, NEW YORK 12239
www.cs.state.ny.us

DANIEL E. WALL
COMMISSIONER

JOHN F. BARR
EXECUTIVE
DEPUTY COMMISSIONER

PA05-17

MEMORANDUM

TO: Health Benefits Administrators of Participating Agencies
FROM: Employee Benefits Division
SUBJECT: On the Road with The Empire Plan for 2005
DATE: September 22, 2005

Updated Publications

We are happy to announce that a new version of *On the Road with The Empire Plan* reflecting 2005 Empire Plan benefit changes is at the printer and will be shipped to agencies in September.

On the Road with The Empire Plan replaces the July 2004 version. Please remove copies of the old publication from your shelves and recycle them when you receive your supply of the new publication.

The slightly larger size reflects our commitment to a new readability standard. Does it seem like the print size is just getting smaller everywhere? Well, not by the new EBD readability standards. We are reviewing all documents to improve readability to make it easier for everyone.

Posters & Distribution

We are shipping you posters equal to 2 percent of your Empire Plan enrollment. Please display the posters as soon as you receive your actives books.

We will send you a supply of *On the Road with The Empire Plan* equal to 3 percent of your enrollment for handout to new employees and new retirees. Please order more as needed. We are not mailing either publication to enrollees' homes.

Publications available on our web site: www.cs.state.ny.us

Please check this web site for new publications. We generally post publications when we sign off for printing. That means you can see the publications before enrollees start receiving them.

Ordering Publications

You may order additional copies of *On the Road with The Empire Plan* by using the Publications Supply Order Forms enclosed with your shipment. Or, instead of faxing the form, you may order on ebd_online. From the homepage, open Publications & 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 shipments of the new publications before you place an order.**

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