



GEORGE E. PATAKI
GOVERNOR

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

DANIEL E. WALL
COMMISSIONER

JOHN F. BARR
EXECUTIVE
DEPUTY COMMISSIONER

PE #06-10
PA #06-10

May 18, 2006

Dear Chief Executive Officer:

As indicated in our previous correspondence to you, the Employee Benefits Division continues to work with the Centers for Medicare and Medicaid Services on issues and procedures related to implementation of Medicare Part D and the employer subsidy. We expect the first subsidy payment to be reflected in the September billing; however, if a payment can be made by CMS earlier, we are committed to relaying it to your agency as soon as possible.

Enclosed are two copies of a Medicare Part D Retiree Drug Subsidy Distribution Agreement, which formalizes the distribution arrangements for the employer subsidy. Please complete and execute both copies of the Agreement by having them signed by the Chief Fiscal Officer or another person authorized to sign the Agreement on behalf of your Agency. Please note that the signature must be notarized. Return the executed copies to the attention of:

**Ms. Marlene Mauriello
Public Employer Liaison Unit
Employee Benefits Division
NYS Department of Civil Service
State Office Campus, Bldg. #1
Albany, New York 12239**

The Department of Civil Service will execute both copies of the Agreement and return one copy to your Agency. Please note that we must have this Agreement fully executed before we can apply the employer subsidy to your bill.

If you have any questions regarding this matter, please contact Ms. Marlene Mauriello at (518) 485-1771.

Sincerely,

Robert W. DuBois, CEBS
Director
Employee Benefits Division

Enclosures

cc: Health Benefits Administrator