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PA# 07-12

TO: Participating Agency Health Benefits Administrators

FROM: Robert W. DuBois, Director of the Employee Benefits Division

SUBJECT: Manual for Participating Agencies

DATE: June 25, 2007

We are pleased to send you the updated **Manual for Participating Agencies**.

Completion of the updated manual has been a very time consuming effort on the part of EBD staff but we believe the new *Manual* provides clear explanations of the rules and regulations in a user-friendly format that will assist you in administering the New York State Health Insurance Program (NYSHIP). We plan to keep the *Manual* updated on an on-going basis, providing you with updated sections when information changes. Updates will be sent to the Health Benefits Administrators at the Agency's address we have on file.

We would welcome any comments you may have. If you have suggestions, please complete the enclosed questionnaire and fax it to the Public Employer Liaison Unit at (518) 474-3744; or, it is also available on EBD online if you prefer to e-mail your comments.

We look forward to hearing from you.

Enclosures