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GOVERNOR

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DEPARTMENT OF CIVIL SERVICE  
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NANCY G. GROENWEGEN  
COMMISSIONER

NY08-23

**To:** State Agency Health Benefits Administrators  
**From:** Employee Benefits Division  
**Subject:** Updated EBD Contact List and Phone Numbers  
**Date:** June 27, 2008

This memo includes an updated contact information list for **HBA's ONLY**. This list includes the phone numbers and e-mail addresses of the Biweekly Operations staff. Please remember, e-mail should only be used for general questions. HIPAA regulations prohibit the sending of social security numbers via e-mail when a secure Post Office mechanism is not available.

NOTE: EBD's emergency fax number (518) 485-5122 has been disconnected. HBA's should continue to use (518) 485-5590 for faxes to the Operation Unit. For emergency faxes, please contact your processor.

Sincerely,

A handwritten signature in cursive script that reads "Steven J. Nault".

Steven J. Nault  
Operations Manager  
Employee Benefits Division