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COMMISSIONER

PA 08-02

TO: Participating Agency Health Benefits Administrators

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

SUBJECT: Manual for Participating Agencies – Revised Sections

DATE: February 5, 2008

Enclosed are updated sections for the ***Manual for Participating Agencies***. Please remove and discard the previously issued “Table of Contents”; “Requirements for Agency Participation-Section 1.4”; “Dependent/Student Eligibility Requirements-Section 2.2”; “Domestic Partner Option-Section 2.5”; “Medicare-Section 3.8” and replace them with the pages enclosed.

A Summary of Changes to the ***Manual*** include:

- In Section 1.4, we clarified our policy regarding enrollees eligible for two Family NYSHIP policies. This update is on Page 3 of the section, and further information can be found in Policy Memo 133, which was recently mailed to all Participating Agencies.
- In Section 2.2, we changed the documentation requirement for stepchildren. A PS-457 form will not be required to enroll a stepchild, however, some measure of support of the stepchild by the enrollee or the enrollee’s spouse is required.
- In Section 2.5, we clarified that Participating Agencies who offer domestic partner coverage may approve a domestic partner application; the application no longer has to be forwarded to the Employee Benefits Division.
- In Section 3.8, we expanded the definition of the Medicare Part B reimbursement to include the income-related monthly adjustment amount (IRMAA). More information about the IRMAA can be found in PA Memo 07-31, mailed on December 21, 2007.

If you have any questions, you may contact the Public Employer Liaison Unit directly at (518) 485-1771.

Enclosures