



STATE OF NEW YORK

DAVID A. PATERSON
GOVERNOR

DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.state.ny.us

NANCY G. GROENWEGEN
COMMISSIONER

NY09-07
PE09-06

MEMORANDUM

TO: New York State Health Benefits Administrators;
Participating Employer Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: New *Welcome to EBD* Publication
DATE: April 1, 2009

We are pleased to announce that the new version of the publication *Welcome to EBD* is at the printer and will be shipped to agencies soon. This publication explains how retirees can get assistance with their NYSHIP coverage.

The January 2009 version replaces the November 2006 version and includes the new retiree web site illustration for NYSHIP Online with MyNYSHIP Enrollee Self-Service and contact information for the new Empire Plan Mental Health and Substance Abuse Insurer/Administrator, OptumHealth Behavioral Solutions. Please remove the 2006 version from your shelves; recycle and replace with this new version.

Distribution

We will send you a supply of this publication equal to 2 percent of your NYSHIP enrollment for distribution to new retirees. This publication will also be included in the new retiree packages that are available to order on HBA Online only. It will not be mailed to enrollees' homes.

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

Please check our web site for new publications. We generally post publications when we sign off for printing. This publication will be available on HBA Online under Publications & Forms and on NYSHIP Online. Choose your group and plan, if prompted, and then click on What's New? from the left-hand navigation.

Ordering Publications

You may order additional copies by using the Publications Supply Order Forms enclosed with your shipment. Or, instead of faxing the form, you may order on HBA Online. From the Department of Civil Service home page, www.cs.state.ny.us, select the Benefit Programs button from the left-hand navigation. Then click on HBA Online. Open Publications & Forms, then open NYSHIP Publication Order Forms. If you need help accessing HBA Online, please call the Help Desk or your processor. **Please wait until you receive your shipment before you place an order.**

If you are unsure of how to order publications or have questions about this distribution, please call the Communications Unit at 518-457-7577.