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**TO:** New York State Health Benefits Administrators NY09-08  
**FROM:** Employee Benefits Division  
**SUBJECT:** Reduced Empire Plan Basic Medical Co-insurance Maximum Reports  
**DATE:** February 4, 2009

Those employees who could not be systematically updated will be reported through Exception Reports. Below is the description of the reports for your review. In each of the situations, HBA's will have to review the report(s), determine if the employee is eligible and if so, update the OOP Eligibility page in NYBEAS (see HBA memo NY09-05).

**1) NYBEAS/NYSTEP NON-MATCHING AGENCIES POTENTIAL OOP ELIGIBLE**

This report includes employee records for which the agency code in NYBEAS did not match the agency code in NYSTEP.

Example: NYBEAS agency code - 01030 / NYSTEP agency code - 00640

Any employees on leave from a NYSTEP agency who are currently in a non-NYSTEP agency on NYBEAS will also show on the report.

**2) NYSTEP NON-GRADE POTENTIAL OOP ELIGIBLE**

This report includes employees from NYSTEP who do not have a valid numeric grade level but may be eligible due to their equivalent salary and or hourly rate. These employees have not been enrolled in the OOP but instead have been reported in this exception report for HBA review of their eligibility. The report includes their compensation rate, pay basis, and job title to assist with determining eligibility.

Example: Grade - NS or OS

**3) NYBEAS NON-NYSTEP POTENTIAL OOP ELIGIBLE**

This report contains the names of employees enrolled in medical benefits from your agency who are not found in NYSTEP. HBA's must determine if the employee is eligible for OOP and if so, manually update the OOP Eligibility page in NYBEAS.