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**NY09-44**

**TO:** New York State Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** Revised *Planning for Retirement*, September 2009  
**DATE:** October 7, 2009

We are pleased to announce that the September 2009 revision of the popular publication *Planning for Retirement* is at the printer and will be shipped to agencies soon. This publication provides important health insurance information for New York State employees who are planning to retire from State service.

The new version replaces the September 2008 version and explains the 36-month continuation of coverage extension. Please remove the 2008 version from your shelves, recycle and replace it with this new version.

Remember, the companion *Planning for Retirement* video is available to order on HBA Online. Click on Publications & Forms and select Employees of New York State Agencies. Scroll down to Planning for Retirement Special Order Form, click on Display the form and then click on Print or View Form.

#### **Distribution**

We will send you a supply of this publication equal to 2 percent of your NYSHIP enrollment. This publication will not be mailed to enrollees' homes. *Planning for Retirement* is not included in either the New Hire or New Retiree packages, but we encourage you to give the publication to any employee who is beginning to think about retirement.

#### **Publications available on our web site: <https://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. Click on Planning to Retire?

#### **Ordering Publications**

You may order additional copies of this publication by using the Publications Supply Order Form enclosed with your shipment (NY0831 Planning for Retirement/September 09). Or, instead of faxing the form, you can order on HBA Online under Publications & 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.**

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