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PA09-31  
PAEX09-17

TO: Participating Agency Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: NYBEAS Enrollment Processing Instructions  
for the Young Adult Option

DATE: December 2, 2009

The Young Adult Option for NYSHIP Coverage for unmarried young adults through Age 29 becomes effective January 1, 2010. For more information about this option such as eligibility criteria, costs, etc., please refer to Health Benefits Administrator Memo # PA09-27/PAEX09-14 and NYSHIP Online at <https://www.cs.state.ny.us/youngadultoptionpa/index.cfm>.

NYBEAS processing is now open for the Young Adult Option enrollments. The process to enroll Young Adults is similar to the process to enroll Dependent Survivors.

## **NYBEAS PROCESSING**

### **To enroll a dependent in the Young Adult Option:**

The HBA will process a ENR/YAD to enroll the dependent in the Young Adult Option.

- Follow the NYBEAS Navigation Menu links:  
**Benefits > Transactions > Young Adult Enrollment**
- An input screen will display. Enter the Parent Enrollee's identification number in the search dialog box and click the search button. The following panel will be displayed:

Young Adult Enrollment

Employee Info						
<b>NYSHIP ENROLLEE</b>				EmpID: 987-65-4321	Empl Rcd #: 0	
Plan Type						
*Plan Type:	10	Medical	COBRA Event ID: 0			
Enrollee's Current Coverage Information						
Eff Date	Event Id	Covrg Elect	Benefit Plan	Coverage		
12/28/2006	0	Elect	001 The Empire Plan	Family		
A05 M/C Enh w/Rx (Dent/Vis) BW Life		Med Primacy	<input type="checkbox"/>	Med Reimbursement	<input type="checkbox"/>	
Transaction Data						
*Action	*Reason	Event Dt	Request Dt	Effective Dt	Override	
ENR	YAD	01/01/2010	12/03/2009	01/01/2010	No	
Young Adult						
<a href="#">Enroll Young Adult Dependents</a>						

- In the **Plan Type** field, enter **10** (for Medical). Press **Tab**.
- The **Action** and **Reason** fields will automatically populate (**ENR/YAD**).
- In the **Event Dt** field, enter the first day of coverage requested.
- In the **Request Dt** field, enter the date of signature on the **Young Adult Option** enrollment form. Press **Tab**.
- Click on the **Enroll Young Adult Dependents** button.

[Enroll Young Adult Dependents](#)

- A list of all dependents on the parent's Dependent/Beneficiary record which are between the ages of 19 and 29 and not currently enrolled under the parent's plan will be displayed, from which you should choose the dependent you wish to enroll.
- Once the correct dependent's record is displayed, select the radio button '**Contract Holder**' and click on '**Return to the Main Panel.**' Once you return to the main panel click '**Save**'.

Personal Data			
<b>NYSHIP ENROLLEE</b>		EmpID: 987-65-4321	Empl Rcd #: 0
Plan Type:	10	Medical	<a href="#">Return to the Main Panel</a>
Young Adult Data			
Dependent/Beneficiary ID:		Find First  1 of 1  Last	
03	NYSHIP Dependent	S Son	DOB: 05/23/1987
Member Type		National ID: 123-45-6789	
<input checked="" type="radio"/> Not Covered <input type="radio"/> Contract Holder			

- If no eligible dependents are on the parent’s Dependent/Beneficiary record, you will receive the following message: **“There are no Eligible Dependents between 19 and 29. Please Enroll Dependents using the link on the Main Page.”**
- If the dependent you wish to enroll is not listed, you can add them to the parent’s Dependent/Beneficiary record by clicking on the Add Dependent link on the Young Adult Enrollment page.

Young Adult Enrollment

<b>Employee Info</b>					
<b>NYSHIP ENROLLEE</b>			EmplID: 987-65-4321	Empl Rcd #: 0	
<b>Plan Type</b>					
*Plan Type:	10	Medical	COBRA Event ID: 0		
<b>Enrollee’s Current Coverage Information</b>					
Eff Date	Event Id	Covrg Elect	Benefit Plan		Coverage
01/15/2007	0	Elect	063	Capital District PHP	Empl Only
A01	CSEA w/ Rx (BW)		Med Primacy <input type="checkbox"/>		Med Reimbursement <input type="checkbox"/>
<b>Transaction Data</b>					
*Action	*Reason	Event Dt	Request Dt	Effective Dt	Override
ENR	YAD	01/01/2010 <input type="text"/>	<input type="text"/>	<input type="text"/>	No <input type="text"/>
Young Adult					
<a href="#">Add dependent</a>					

- If the dependent is not listed, you can also add the dependent to the Dependent/Beneficiary panel through:
  - Benefits > Transactions > Dependent/Beneficiary**
- Once the enrollment is complete, the Parent’s Events panel on NYBEAS will display an ENR/YAD transaction with the Dependent’s information, and the Young Adult’s Events panel will display an ENR/YAD transaction with the Parent’s information.

## Events Panel of Parent Enrollee

Events | Benefits | Programs | Billings | Benefits/Billings | Accounting | Card #'s |

Employee Information  
**NYSHIP ENROLLEE**      EmplID: 987-65-4321    Empl Rcd #: 0

Plan Type View All    First 1 of 3    Last  
**Plan Type: Medical 10**

Event Information View All |    First 1-2 of 2    Last

Action Date	Effective Date	Eff Seq	Action	Reason	CBR Evtld id	Former	Ovrd Sw	Source ID	Request Date	Event Date	User ID	Dep Info	Comment	View Audit Info
11/18/2009	01/01/2010	0	ENR	Young Adult	0				11/11/2009		NYSHIP			
06/23/2009	06/14/2009	0	DEP	Delete Dependent	0		N	COMPINFC		06/13/2009	PCONTROL			

Return to Search    Previous tab    Next tab    Refresh

## Events Panel of Young Adult Dependent

Events | Benefits | Programs | Billings | Benefits/Billings | Accounting | Card #'s |

Employee Information  
**YOUNG ADULT NAME**      EmplID: 8885588888    Empl Rcd #: 0

Plan Type View All    First 1 of 1    Last  
**Plan Type: Medical 10**

Event Information View All |    First 1 of 1    Last

Action Date	Effective Date	Eff Seq	Action	Reason	CBR Evtld id	Former	Source ID	Request Date	User ID	Dep Info	Comment	View Audit Info
12/01/2009	01/01/2010	0	ENR	Young Adult	0	987654321	NYBUPDTE	12/05/2009	CLM			

Return to Search    Previous tab    Next tab    Refresh

If you have questions regarding the Young Adult enrollment processing, please contact the PA Unit at 518-474-2780.