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PA10-16
PAEX10-12

TO: Participating Agency Health Benefit Administrators
FROM: Employee Benefits Division
SUBJECT: Pre-Retirement Resources
DATE: August 3, 2010

The 2010 Retirement Incentive has been signed into law. Because some of your employees will be considering their retirement options, we wanted to help you with a current list of pre-retirement resources.

In this memo:

- The *2010-2011 Retirement Incentive and Your Health Insurance* flyer
- What you should give to a NYSHIP enrollee who is planning to retire
- What the Department of Civil Service (DCS) automatically sends to new retirees and retirees turning 65
- What every Retiree should know

The 2010 Retirement Incentive

We are happy to announce, *2010-2011 Retirement Incentive Program and Your Health Insurance (PA0180)*, a new publication that will answer many questions about how to continue health insurance in retirement. We will be sending you a small supply equal to 2% of your enrollment. Please give this publication to anyone interested in the 2010-2011 Retirement Incentive. You may order additional copies on HBA Online.

What you should give to a NYSHIP enrollee who is Planning to Retire?

We have created Quick Order (QO) packages for Participating Agency retirees. These packages include the special web site flyer for PA retirees as well as the *Medicare & NYSHIP for PA Retirees* booklet (PA0174). The QO package will be sent directly to the retiree's home. If you would like to supplement this package, a list of what is in the QO package is enclosed with this memo. In addition to what is listed and enclosed in the packages, the retiree is offered the opportunity to order the *Reporting Ons*. They will be sent directly to the retiree's home at no cost. The online PA Empire Plan or Excelsior Plan publications and supply order form lists everything that is current for a complete benefits information package. The forms are updated regularly.

What the Department of Civil Service (DCS) automatically sends to new retirees and retirees turning 65

Mandated Packages: *Mandated Packages* are sent to new PA retirees and contain certain notices such as COBRA (tells the retiree to check with their agency), HIPAA, Empire Plan Carriers and NYSHIP Privacy. Please see HBA Memo PA07-14 for details.

65th Birthday Letters: Retirees who are close to their 65th birthday are sent a letter to remind them that they must enroll in Medicare three months before their 65th birthday.

What Every Retiree Should Know

- It is the retiree's responsibility to keep their former agency informed about any change of address – particularly snowbirds! Remind retirees that you are their contact for this process.
- NYS Online at <https://www.cs.state.ny.us> is an excellent resource for retirees. It is a one stop search for an Empire Plan provider, and to find out What's New!
- Enrolling in Medicare is a NYSHIP requirement. *Medicare & NYSHIP for PA Retirees (PA0174)*, a booklet and companion DVD can be ordered by the enrollee on the Department of Civil Service web site <https://www.cs.state.ny.us>, or is available on HBA Online for you to order.

We hope this memo is helpful. If you have questions about publications or this memo, please call EBD Communications at 518-457-7577. If you have questions about NYSHIP benefits or transactions, or to check something on NYBEAS, please call your EBD processor.

Enclosures:

PA Empire Plan Quick Order Package Contents; PA Excelsior Plan Quick Order Package Contents

PA Empire Plan Quick Order Package Contents

July 30, 2010

AL0976	EP Provider Directory 2010 Card
PA0137	GIB-Empire Plan/PA-PLUS/2007 (July Book/Certificate)
AL0416	HIPAA Notice of Amendment (March 2003)
PA0149	EPR-PA PLUS-08-01 (January 2008)
PA0162	EPR-PA-Empire Plan-09-01 (January 2009)
PA0169	EP Amendments /PA/09-02 (January 2009)
PA0176	AAG-PA-1/10 (2010 Empire Plan At A Glance)
AL0791	Medco by Mail Mail Order Form and Envelope 10/08 (for 2009)
AL0792	Empire Plan Rx Enrollee Claim Form (for 2009)
AL0859	RO Prescription Drugs (July 2009)
AL0877	RO Network Benefits (July 2009)
AL0874	On The Road (January 2009)
AL0944	Empire Plan Copay Cards (Copay Code D-10)
AL0949	2010 Empire Plan Flexible Formulary Drug List
AL0954	RO Centers of Excellence (May 2010)
PA0172	NYSHIP Online Web Navigation Flyer for PA Retiree (July 2009)
PA0174	Medicare & NYSHIP for PA Retirees/November 09

PA Excelsior Plan Retiree Quick Order Package Contents

July 30, 2010

EX0008	AAG Excelsior - 1/10 (2010 Revised Excelsior Plan At A Glance)
EX0010	2010 Three-Level Preferred Drug List
AL0791	Medco by Mail Order Form and Envelope 10/08
AL0792	Empire Plan Rx Enrollee Claim Form
AL0954	RO Centers of Excellence (May 2010)
AL0977	EP Provider Directory 2010 Card
PA0172	NYSHIP Online Web Navigation Flyer for PA Retiree
PA0174	Medicare & NYSHIP for PA Retirees