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SEHP11-06

MEMORANDUM

TO: Student Employee Health Plan (SEHP)
Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Annual SEHP Benefit Card Distribution
DATE: July 26, 2011

The annual distribution of new SEHP benefit cards will be mailed on August 1, 2011 to enrollee homes. All enrollees and dependents will receive their own card.

The new expiration date will be August 31, 2012.

The mail files were pulled from NYBEAS on July 20, 2011.

Anyone added to NYBEAS after that date will receive a card in our normal weekly rolling card mailing for new SEHP enrollees.

Reminder: You may place a Quick Order (QO) for a SEHP package to be mailed directly to your new SEHP enrollee's home address. We will mail all applicable new materials. The package includes a postcard to request an Empire Plan (also for SEHP enrollees) Participating Provider Directory. If you have more than 10 enrollees you would like to send a QO package to, please call EBD Communications for directions on how to send an Excel file.

If you have any questions about the SEHP card distribution, please contact EBD Communications at 518-457-7577. If you have any questions about SEHP benefits, please call your EBD processor at the HBA helpline 518-474-2780.

