



ANDREW M. CUOMO
GOVERNOR

STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.ny.gov

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MEMORANDUM

TO: Participating Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: *New Reporting On HCAP*
DATE: April 13, 2012

We are pleased to announce that the new version of the publication *Reporting On HCAP* is at the printer and will be shipped to agencies soon.

This publication explains The Empire Plan Home Care Advocacy Program (HCAP) and is for enrollees who need home care services, durable medical equipment and certain supplies.

The March 2012 version replaces the March 2011 version. Please recycle any copies you may have of the March 2011 version.

Distribution

Five copies of this publication will be sent to each agency in mid April. It will not be mailed to enrollees' homes, but will be included in the New Hire/New Retiree Quick Order Packages that are only available to order on HBA Online.

Publications available on our web site: <https://www.cs.ny.gov>

Please check this 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. From the NYSHIP Online homepage, click on Using Your Benefits and then Publications.

Ordering Publications

You can order additional copies of this publication on HBA Online [AL1107 RO HCAP/March 2012]. From the Department of Civil Service homepage, <https://www.cs.ny.gov>, select Benefit Programs, then choose HBA Online. Select Publications & Forms, then NYSHIP Publication Order Forms. If you need help accessing HBA Online, please call the Civil Service Help Desk at 1-800-422-3671 or 518-457-5406. Call the EBD Help Line at 518-474-2780 with questions about NYSHIP benefits. **Please wait until you receive your shipment before placing an order for more.**

If you are unsure of how to order publications or have questions about this distribution, please call the Communications Unit at 518-457-7577.