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**NY13-01**  
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## MEMORANDUM

**TO:** New York State Health Benefits Administrators; Participating Employer Health Benefits Administrators; Participating Agency Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** *New Reporting On HCAP*  
**DATE:** January 10, 2013

We are pleased to announce that the new version of the publication *Reporting On HCAP* (January 2013) 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 January 2013 version replaces the March 2012 version. Please recycle any copies you may have of the March 2012 version.

### **Distribution**

Five copies of this publication will be sent to each agency in late January. 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 [AL1195 RO HCAP/January 2013] under Publications and 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.**

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