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MEMORANDUM

TO: New York State Health Benefits Administrators;
Participating Employer Health Benefits Administrators;
Student Employee Health Plan (SEHP) Health Benefits Administrators;
Participating Agency Health Benefits Administrators with The Empire Plan;
Participating Agency Health Benefits Administrators with The Excelsior Plan

FROM: Employee Benefits Division

SUBJECT: 2013 Required Notices

DATE: September 27, 2013

The New York State Health Insurance Program (NYSHIP) is required to send notices to all enrollees at certain times during the year. This memo is to alert you to these mailings in case your enrollees ask about them.

Creditable Coverage Letter to all enrollees

In early October, EBD will mail Creditable Coverage notices to NY, PE, PA, SEHP and NY/PE COBRA enrollees. While the notices may not pertain to enrollees at this time, if an enrollee or a dependent should become eligible for Medicare Part D, they will have the proof of coverage information they need. Enrollees are directed to call the Social Security Administration or Medicare or use those online resources for information.

The Children's Health Insurance Program (CHIP) Notice

The CHIP Notice, also a required annual notice, will be enclosed with the Creditable Coverage Letter to save postage costs. It explains the Medicaid and CHIP offer of free or low-cost health coverage for children and families who might need this assistance.

Where to find Notices online

The CHIP and Creditable Coverage notices are posted in the Notices section of the public web site, NYSHIP Online, and HBA Online. We are not doing a paper distribution to agencies. If an enrollee needs a copy, please print it out from the web site.

If you have questions about the distribution of these required notices, please call the Communications Unit at 518-457-7577.