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**SEHP14-12**

**TO: Agency Health Benefits Administrators with SEHP**  
**From: Employee Benefits Division**  
**Subject: 2014 Required Information**  
**Date: October 9, 2014**

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 all SEHP 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 that Medicaid and CHIP offer 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 need help accessing HBA Online or NYSHIP Online**

You should check HBA Online every day to check "You Should Know" as we post information about new materials. It is also an excellent resource for you to order materials for yourself or your employees. NYSHIP Online is the public web site for your enrollees. Be sure to tell them about it, as it is a resource for all. If you need help with a password (that is just for you), or accessing the web sites, please email AGS-ITS- Service Desk at [its.sm.esd.ags@its.ny.gov](mailto:its.sm.esd.ags@its.ny.gov). If you have questions about this distribution, please call the Communications Unit at 518 457 7577.

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