



## Department of Civil Service

ANDREW M. CUOMO  
Governor

NY15-22  
PE15-18

### MEMORANDUM

**TO:** New York State Health Benefits Administrators  
Participating Employer Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** 2015 NYSHIP Required Notices  
**DATE:** September 15, 2015

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 Notice**

In late September, EBD will mail Creditable Coverage notices to NY and PE enrollees (including 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 reduce 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 Creditable Coverage and CHIP notices are posted in the Notices section of 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.

Note: The 2015 mailing will not include the IRMAA letter and application as it did last year. This mailing is scheduled for January 2016.

#### **If you need help accessing HBA Online**

Be sure to check "You Should Know" frequently as we post information about new materials. It is also an excellent resource for you to order materials for yourself and/or your enrollees.

If you need a password for HBA Online or help accessing the web sites, you can 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.