



## Department of Civil Service

ANDREW M. CUOMO  
Governor

PA15-21  
PAEX15-19

### MEMORANDUM

**To:** Participating Agency Health Benefits Administrators  
**From:** Employee Benefits Division  
**Subject:** *2016 Summary of Benefits and Coverage (SBC)*  
**Date:** December 7, 2015

The Patient Protection and Affordable Care Act (PPACA) requires all insurance plans to make available a *Summary of Benefits and Coverage (SBC)* for employees/retirees who are enrolled in benefits or who are eligible for benefits and their eligible dependents. Current Empire Plan and Excelsior Plan enrollees were mailed a postcard in late November to announce the availability of the *2016 Summary of Benefits and Coverage* and *Uniform Glossary* online at <https://www.cs.ny.gov/sbc>.

Employees who do not have internet access may call 1-877-7-NYSHIP (1-877-769-7447) and select the Medical Program to request a copy. Enrollees will receive the 2016 *At A Glance* publication, which provides a comprehensive summary of benefits for the coming year, in December.

Important: Employees who are newly eligible for enrollment in NYSHIP must receive a copy of the attached notice at the time you provide NYSHIP enrollment information and no later than the first day the employee is in a benefits-eligible position. In addition, the notice must be made available when a previously eligible employee is enrolling in NYSHIP or when an enrollee is seeking an option change outside of the option transfer period, e.g. because of a qualifying event.

Attachment