



## Department of Civil Service

ANDREW M. CUOMO  
Governor

SEHP15-09

### MEMORANDUM

**To:** Student Employee Health Plan 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 who are enrolled in benefits or who are eligible for benefits and their eligible dependents. Current enrollees will be notified via annual mailings, including the rate notification letter for 2016, that the *Summary of Benefits and Coverage* and *Uniform Glossary* are available online, at <https://www.cs.ny.gov/sbc/sehp/index.cfm>.

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 of the SBC for the Student Employee Health Plan. The 2016 *At A Glance* publication, which provides a comprehensive summary of benefits for the coming year, will be sent to enrollees 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