



Department of Civil Service

ANDREW M. CUOMO
Governor

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TO: Health Benefits Administrators of NYS Agencies,
Participating Employers and Participating Agencies
FROM: Employee Benefits Division
SUBJECT: COBRA notices for Dependent Spouses/ Domestic Partners
DATE: January 28, 2016

A required COBRA notice was mailed standard class to all Spouses and Domestic Partners of current NYSHIP enrollees on January 19, 2016. The file was pulled from NYBEAS on January 13, 2016.

The notice is a 'catch-up' to be sure that all spouses/domestic partners know their COBRA rights.

Enrollees receive COBRA information with their health insurance materials. COBRA information can be found in the Mandated Package and *NYSHIP General Information Book*. This catch-up mailing and scheduled monthly mailings establish a procedure to provide dependents with mandated COBRA information.

Beginning on January 20, 2016, a separate COBRA notice will be mailed to Spouses and Domestic Partners of enrollees who receive a Mandated Package. The Mandated Package is automatically mailed to the home of a new hire, new retiree and an enrollee changing options.

The Mandated Package is an envelope of required notices including the HIPAA and COBRA notices.

If you have questions about the catch-up COBRA mailing or the mandated packages, contact the EBD Communications Unit at 518-457-7577.