



Department of Civil Service

ANDREW M. CUOMO
Governor

NY16-14
PE16-18

MEMORANDUM

TO: Health Benefits Administrators of New York State Agencies; Health Benefits Administrators of Participating Employers
FROM: Employee Benefits Division
SUBJECT: 2016 *M/C Life* Booklet
DATE: September 12, 2016

We are pleased to announce that an updated and rebranded *Management/Confidential Life Insurance Plan (M/C Life)* booklet for M/C employees of the State of New York and of certain Participating Employers is now available. The *M/C Life* booklet explains the benefit and includes contact and claims information. The August 2016 version replaces the 2010 version. Please recycle any old copies you may have in your office.

Distribution

Please note that we are changing our distribution path for the *M/C Life* booklet and will be handling the distribution for you. This means that you do not need to include a copy of the booklet with your new M/C employee materials.

Each week, we mail every new M/C employee a booklet with a cover letter that explains the program and informs the employee that to enroll, he or she must complete the enclosed forms (Management/Confidential Group Life Insurance Transaction Form and Group Term Life Insurance Beneficiary Designation) and bring them to you, the Health Benefits Administrator. Each time an employee moves into an M/C position, he or she will receive the *M/C Life* package.

The *M/C Life* booklet will no longer be included in the M/C Quick Order package.

We will send you two copies of this booklet for your use. If you need additional books, you will be able to order them on HBA Online, where you can order the most recent publication for each group in your agency.

Publications Available on Our Web Site: www.cs.ny.gov

Please check our web site for new publications. We generally post publications when we sign off for printing. Go to the Department of Civil Service web site at www.cs.ny.gov and select Employees and then choose State Government Employees. Under Health Insurance and Other Employee Benefits, click on Life Insurance.

Ordering Publications

You may order additional copies of *M/C Life* (AL1430) on HBA Online under Publications & Forms. **Please wait until you receive your shipment of the new publication before you place an order.**

If you need help accessing HBA Online, email the AGS-ITS Enterprise Service Desk at its.sm.esd.ags@its.ny.gov.

If you are unsure of how to order publications or have questions about this distribution, please call the EBD Communications Unit at 518-457-7577.