



Department of Civil Service

ANDREW M. CUOMO
Governor

PA16-4

MEMORANDUM

TO: Health Benefits Administrators at Participating Agencies
with The Empire Plan

FROM: Employee Benefits Division

SUBJECT: *NYSHIP General Information Book for Participating Agencies*

DATE: February 10, 2016

We are pleased to announce that a revised NYSHIP *General Information Book* (GIB) for active and retired employees of Participating Agencies is at the printer and will soon be mailed to enrollee homes and PA agencies.

Revised Book

The 2015 *General Information Book* for PAs contains information regarding NYSHIP eligibility rules, enrollment options, requirements and costs. This revision represents the most substantial revision to the GIB undertaken in years, so we highly recommend that all HBAs take the opportunity to review it upon receipt. Please also note that the new book is divided into sections for active enrollees and retirees, for the purpose of clarity.

Empire Plan Certificates Update

In the fall of 2015, the *Empire Plan Certificates* were updated online to include amendments through December 31, 2014. An updated print version of the *Empire Plan Certificate* for PAs is now underway, with an anticipated release date in 2016. When both are completed, the updated publications will replace the existing *PA GIB/Empire Plan Certificate* and significantly streamline our fulfillment system. We will send another HBA memo to let you know when this change is occurring and include a list of Empire Plan materials that you can recycle. Future revisions to the *GIB* and *Empire Plan Certificates* will be handled separately, and our intent is to stop issuing amendments in favor of revising the books instead.

Distribution

We will send you a supply of 5 copies for your use. This publication will begin mailing to enrollee homes in mid-February. Mail files were pulled from NYBEAS on January 30,

2016. Any enrollee not on the file as of that date will not receive this mailing. You may, however, order a Quick Order (QO) package on HBA Online for any new hire since it will include this publication. Otherwise, you should include a copy of the new *GIB* in the package of information you give to new hires.

Publications Available on Our Web Site: <https://www.cs.ny.gov/employee-benefits>

Please check our web site for new publications. We generally post publications when we sign off for printing. Publications are available under Using Your Benefits.

Ordering Publications

You may order additional copies of the PA *General Information Book* (PA0177) 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.