



**Department of
Civil Service**

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Governor
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Acting Commissioner

**NY17-09
PE17-07**

TO: Health Benefits Administrators of New York State Agencies and Participating Employers
FROM: Employee Benefits Division
SUBJECT: New Ordering Process for NYS Vision Plan Booklets
DATE: April 19,2017

This notice is to inform HBAs that NYS Vision Booklets can now be ordered on the group publication order form on HBA ONLINE. To order booklets under the new process, go to the group specific page under “NYSHIP Publication Order Forms”, and scroll down to “Vision Plan Publication”. Ordered books will be sent with your regular publications order. As a result of this change, the “NYS Davis Vision Plan Booklet Order Form” link will be removed.

Please be advised Davis Vision will continue to mail a group specific NYS Vision Plan Booklet to each employee’s home upon enrolling in the NYS Vision Plan.

A book with a “January 2017” date has been printed and is now in fulfillment. Although the date has been updated, be advised no changes in benefits have occurred. All vision benefits under the NYS Vision Plan remain the same for all employee groups. In the instance of a benefit change, proper notice will be provided along with updated vision benefit publications.

If you need help accessing HBA ONLINE, contact the ITS Service Desk at 844-891-1786, fixit@its.ny.gov or via chat at <https://chat.its.ny.gov> . If you are unsure of how to order publications or have questions about this distribution, please call EBD Communications Unit at 518-457-7577.

If you have questions about vision benefits call Davis Vision at 888-588-4823. Benefits can also be viewed online at <https://www.cs.ny.gov> .