



NY17-10

## MEMORANDUM

**TO:** New York State Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** Revised *Empire Plan Certificates* for Active Employee Groups  
**DATE:** May 12, 2017

We are pleased to announce an update to the *Empire Plan Certificates* for all enrollees. This month we have begun the process of printing and posting the revised *Certificates*, updated with amendments through January 1, 2014, for active\* employees of the State of New York in the following groups: APSU, CSEA, C-82, DC-37, M/C; Legislature, NYSCOPBA, PBA, PIA, PEF, UCS and UUP.

This revision is part of an effort to consolidate the *Certificate* and eliminate the number of printed documents new enrollees and new retirees receive in Quick Order packages. This publication will **not** be mailed to current enrollees or retirees, but you should send any new enrollees or retirees a Quick Order package to ensure they get a complete set of benefit information. You will be able to determine when each version is complete by checking online (a single PDF of the group's *Empire Plan Certificate* will be posted) or reviewing the group's fulfillment form. **Note:** If you maintain NYSHIP materials in your office for various groups in your agency, the materials on your shelves should mirror the group's updated fulfillment form. Please recycle any old materials that do not appear on these updated forms.

Amendments to these *Certificates* will be posted online later this year, and fully updated *Empire Plan Certificates* will be printed and mailed to current enrollees at that time. Agencies will also receive small supplies of these publications when each version is completed.

\*The updated *Empire Plan Certificate* for NY Retirees is complete and has been posted online, replaced in inventory and shipped to agencies. See HBA Memo NY17-08 for additional information.

## **Distribution**

For reference, we will send you a supply of one percent of your total Empire Plan enrollment by group (no less than two copies) of each *Empire Plan Certificate*.

## **Publications Available on Our Website: [www.cs.ny.gov](http://www.cs.ny.gov)**

Please check our website for new publications. We generally post publications when we sign off for printing. Go to the Department of Civil Service website at [www.cs.ny.gov](http://www.cs.ny.gov) and select Employees, then choose State Government Employees. Under Health Insurance and Other Employee Benefits, click on New York State Health Insurance Program (NYSHIP).

## **Ordering Publications**

You may order additional copies of these publications 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, contact the ITS Service Desk at 844-891-1786, [fixit@its.ny.gov](mailto: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 the EBD Communications Unit at 518-457-7577.