



NY17-17

## MEMORANDUM

**TO:** New York State Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** 2017 *NYSHIP General Information Book* for NY Active Employees  
(Empire Plan and HMO)  
**DATE:** October 16, 2017

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

### Revised Book

The 2017 *General Information Book* for NY Active employees contains information regarding NYSHIP eligibility rules, enrollment options, requirements and costs. This updated publication replaces the 2014 *General Information Book* and applies to all groups for Empire Plan or HMO enrollment. Please recycle any old copies of this publication that you may have in your office.

### Distribution

We will send you a supply of five copies for your use. This publication will begin mailing to enrollee homes by the end of October. Mail files were pulled from NYBEAS on October 16, 2017. 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 because 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 Website: [www.cs.ny.gov/employee-benefits](http://www.cs.ny.gov/employee-benefits)

Please check our website 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 *General Information Book* for NY Active Employees (NY1202) 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.

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