



PA17-08

## MEMORANDUM

**TO:** Health Benefits Administrators of Participating Agencies  
with The Empire Plan

**FROM:** Employee Benefits Division

**SUBJECT:** Revised *Empire Plan Certificate* for Participating Agencies

**DATE:** May 31, 2017

We are pleased to announce an update to the *Empire Plan Certificate* for Active Employees, Retirees, Vestees and Dependent Survivors enrolled through Participating Agencies. The revised *Certificate* is updated with amendments through January 1, 2014.

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.

**Note:** If you maintain NYSHIP materials in your office, the materials on your shelves should mirror the updated fulfillment form. Please recycle any old materials that do not appear on the updated form.

Amendments to this *Certificate* will be posted online later this year, and a fully updated *Certificate* will be printed and mailed to current enrollees at that time. Agencies will also receive small supplies of the publication when it is completed.

### Distribution

For reference, we will send you a supply of one percent of your total Empire Plan enrollment (no fewer than two copies).

### 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).

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