



PE17-08

MEMORANDUM

TO: PE Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: *Empire Plan Certificate for Participating Employers*
DATE: May 3, 2017

We are pleased to announce that an updated *Empire Plan Certificate for Active Employees, Retirees, Vestees and Dependent Survivors enrolled in NYSHIP through Participating Employers* is at the printer. 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:** Active and retired enrollees now receive the same base Empire Plan materials. Please take a few minutes to review the updated fulfillment forms online.

Distribution

For reference, we will send you a supply of 1 percent of your total Empire Plan enrollment (no less than two copies) of the *Empire Plan Certificate*.

Publications Available on Our Website: 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 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 *The Empire Plan Certificate for Participating Employers* (PE0140) on HBA Online under Publications & Forms. If you keep active employee or retiree publications in your office, your inventory should mirror the revised Participating Employer publication order form. **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 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.