



NY18-04

MEMORANDUM

TO: NYS Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: February 2018 Planning for Retirement materials
DATE: February 28, 2018

We are pleased to announce a revised version of the popular publication, *Planning for Retirement*. This publication contains important information on health insurance coverage and related benefits in retirement for employees of New York State. It's companion publication, the *Planning for Retirement Benefits Checklist* has also been updated.

Distribution

These publications are not mailed to enrollee homes but they are included as handouts at the Pre-Retirement seminars sponsored by GOER. We will send you a supply of five copies of each publication for your use. Please note that this publication no longer includes the Planning for Retirement DVD. Instead, an online 12-minute video is now available on NYSHIP Online. Click on Planning to Retire?, then select View Planning for Retirement Video.

Publications Available on Our Website: 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, and these materials are also posted under the Planning to Retire? tab.

Ordering Publications

You may order additional copies of *Planning for Retirement* (NY1246) and the *Benefits Checklist* (NY1234) on HBA Online under Publications & Forms. **Please wait until you receive your shipment of the new publications 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.