



SEHP18-08

## MEMORANDUM

**TO:** Student Employee Health Plan (SEHP) Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** New SEHP *NYSHIP General Information Book*  
**DATE:** August 22, 2018

We are pleased to announce the *General Information Book (GIB)* for the Student Employee Health Plan (SEHP) is at the printer and will soon be mailed to enrollee homes and SEHP agencies.

### **New Book**

The 2018 SEHP *General Information Book* contains information regarding NYSHIP eligibility rules, enrollment options, requirements and costs. This publication is for eligible graduate student employees of City University of New York (CUNY) and State University of New York (SUNY) and their covered dependents.

Additionally, there has been an updated version of the Health Insurance Transaction Form (PS-404G 8/18) posted to both NYSHIP Online and HBA Online.

### **Distribution**

We will send you a supply of ten copies for your use. This publication will begin mailing to enrollee homes by the end of September. Mail files will be pulled from NYBEAS on September 24, 2018. Any enrollee not on NYBEAS 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 the Student Employee Health Plan (SEHP) (NY1001) 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.