



NY 19-02  
PE 19-02

## MEMORANDUM

**TO:** Health Benefits Administrators of New York State Agencies; Health Benefits Administrators of Participating Employers  
**FROM:** Employee Benefits Division  
**SUBJECT:** 2019 *M/C Life* Booklet  
**DATE:** January 31, 2019

We are pleased to announce that an updated *Management/Confidential Life Insurance Plan (M/C Life)* booklet for M/C employees of the State of New York and of certain Participating Employers is now available. The *M/C Life* booklet explains the benefit and includes contact and claims information. The January 2019 version replaces the 2016 version. Please recycle any old copies you may have in your office.

**Distribution:**

Please note that we handle the distribution for you. You do not need to include a copy of the booklet with your new M/C employee materials.

Each week, we mail every new M/C employee a booklet with a cover letter that explains the program and informs the employee that to enroll, they must complete the enclosed forms (Management/Confidential Group Life Insurance Transaction Form and Group Term Life Insurance Beneficiary Designation) and bring them to you, the Health Benefits Administrator. Each time an employee moves into an M/C position, they will receive the *M/C Life* package.

The *M/C Life* booklet is not included in the M/C Quick Order package.

We will send you two copies of this booklet for your use. If you need additional books, you will be able to order them on HBA Online, where you can find the most recent publications for each group in your agency.

**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 State Employees and then Resources. Under Health Insurance and other Benefits, select Life Insurance.

### **Ordering Publications**

You may order additional copies of *M/C Life* (AL1646) on HBA Online under Publications & Forms. **Please do not order copies until you have received your shipment.**

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.