



**Department of  
Civil Service**

**ANDREW M. CUOMO**  
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Acting Commissioner

**NY 20-15  
PA 20-10  
PE 20-13  
PAEX 20-10  
SEHP 20-06**

**TO:** Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** Addition of a Newborn  
**DATE:** July 10, 2020

The rules of the New York State Health Insurance Program (NYSHIP) state enrollees have 30 days in which to apply to add their newborn child to coverage without a waiting period. However, the Employee Benefits Division (EBD) understands that the birth of a newborn is an event in which documentation can be difficult to obtain.

EBD previously advised through NYBEAS System Announcement, S/A 19-8, that any PS-404 or PS-503, requesting the addition of a newborn that is received more than 30 days after the child's birthdate should be forwarded to EBD for review and/or processing. EBD would like to reaffirm that previous guidance.

Should you have any questions related to this information, please contact the HBA Help Line at 518-474-2780.