



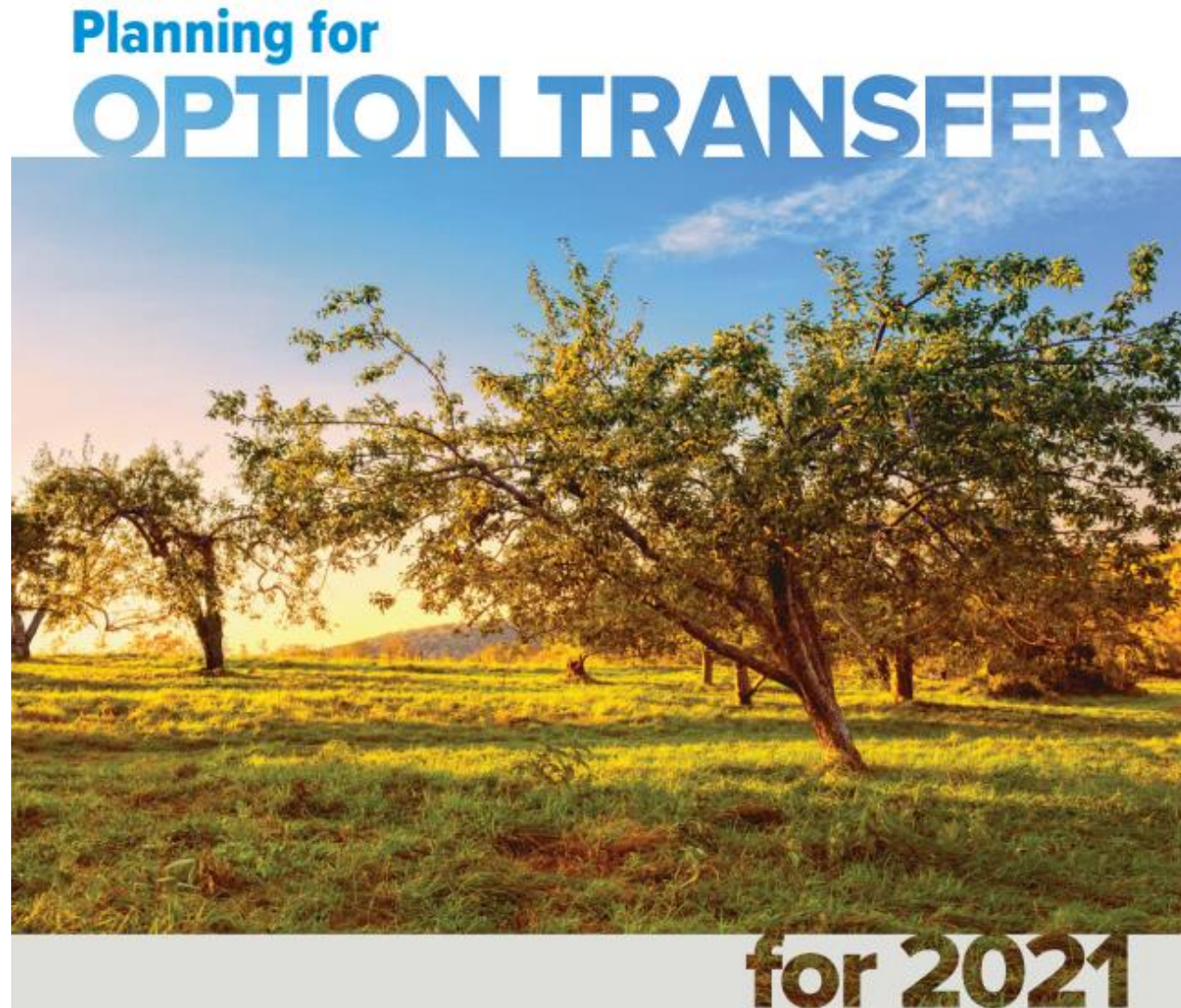
**Department of
Civil Service**

2021 Option Transfer Period Webinar

Employee Benefits Division

December 2, 2020

Welcome to the 2021 Option Transfer Period Webinar



Topics

1. Health Benefits Administrator Responsibilities
2. Annual Option Transfer Period
3. Claims Paid for Ineligible NYSHIP Members
4. Opt-out Program
5. Pre-Tax Contribution Program
6. Productivity Enhancement Program
7. Young Adult Option Open Enrollment
8. Summary
9. Resources

Health Benefits Administrator Responsibilities

HBA Memo NY 20-29 HBA Responsibilities

- All NYBEAS Users are now required to acknowledge their role and their duties recorded within HBA Memo NY 20-29
- HBAs and agency NYBEAS Users must read, sign, and return a Confidentiality Agreement and Attestation Form to EBD at cs.sm.dao-hba@cs.ny.gov
- HBAs who did not return the form by November 20, 2020 may have their NYBEAS permissions revoked and will be required to request access through their Data Access Officer (DAO)
- [HBA Memo NY 20-29 HBA Responsibilities](#)
- [Prior to Contacting the HBA Help Line Check List](#)

When to Call HBA Help Line

NYBEAS users who are not designated as an agency HBA must seek assistance directly from the agency HBA

- NYBEAS users contacting the HBA Help Line, will be referred to their HBA for assistance

Before Calling the HBA Help Line, please research the matter using the resources available to you

- [Prior to Contacting the HBA Help Line Check List](#)
- HBA Manual, HBA Memos, NYSHIP publications, etc.

Contact the HBA Help Line at (518) 474-2780 when you need further clarification or assistance

- Make sure you have the resources in question readily available upon calling the HBA Help Line

HBA Authorization

- When calling EBD, HBAs will be expected to properly verify information:
 - HBA's First and Last Name
 - HBA's Agency Code
 - Enrollee's Unique ID (Social Security Number, Empire Plan ID, etc.)
 - Enrollee's First and Last Name
- NYBEAS Users contacting the HBA Help Line who are not designated as an agency HBA will be referred to their HBA for assistance
- If you are not listed in EBD's record as an HBA, you can contact your Data Access Officer (DAO) to be added. For more information on this process, please refer to [HBA Memo NY 18-12](#)

Annual Option Transfer Period

2021 Annual Option Transfer Period
November 30, 2020 – December 31, 2020

2021 Option Transfer
Period

2021 PTCP
Election Period

2021 Young Adult Option
Open Enrollment Period

2021 Option Transfer Period

- The 2021 Option Transfer Period for New York State employees is November 30, 2020 through December 31, 2020.
- Employees who wish to request a change during the annual Option Transfer Period must complete and submit a Health Insurance Transaction Form (PS-404) by December 31, 2020
- Do NOT accept changes prior to, or, after the Option Transfer Period
- [HBA Memo NY20-33 2021 Annual Option Transfer and Pre-Tax Contribution Program Election Period](#)

2021 PTCP Election Period

- The Pre-Tax Contribution Program (PTCP) Election Period now **runs concurrently** with the Annual Option Transfer Period
- The 2021 Option Transfer and PTCP Election Period for New York State employees is November 30, 2020 through December 31, 2020
- Do NOT changes accept to an enrollee's tax election prior to November 30, 2020 or, after December 31, 2020
- [HBA Memo NY19-32 Pre-Tax Contribution Program \(PTCP\) Election Period Changes Beginning with Tax Year 2020](#)

2021 Opt-out Program

- Employees who currently participate in the Opt-out Program are **no longer required** to re-enroll in the Opt-out Program during the Option Transfer Period
- No action is required for current Opt-out enrollees who are still eligible and wish to remain in the Program during the upcoming plan year
- The 2020 **Administration** payroll has a total of 27 coverage periods instead of the typical 26 periods. Opt-out Program enrollees will not receive an incentive payment for the "27th coverage period"
 - See chart on next slide

2021 Opt-out Program

Employee's Payroll Cycle	Last Paycheck with 2020 Opt-out Payment	First Paycheck with 2021 Opt-out Payment
Administration Lag	12/9/20	1/6/21
Administration Current	11/25/20	12/23/20
Institution Lag	12/17/20	12/31/20
Institution Current	12/3/20	12/17/20
Triple Lag	12/17/20	1/14/21

2021 Productivity Enhancement Program

- The 2021 PEP Enrollment Period ran from November 2 – November 30, 2020
 - Enrollment period is subject to change each year
 - The PEP Enrollment Period is separate from the NYSHIP Option Transfer Period
- PEP enrollments should be processed before you begin to process Option Transfer Period requests
 - PEP must be signed off by Attendance and Leave offices prior to NYBEAS entry

Annual Option Transfer Period

The Annual Option Transfer Period allows NYSHIP enrollees to:

- Change their NYSHIP plan option for the upcoming plan year
- Enroll in the Opt-out Program, if eligible
- Make certain changes to their NYSHIP coverage

Annual Option Transfer Period

- Enrollees cannot change their plan option outside of the annual Option Transfer Period unless they experience a qualifying life event that allows for the change
 - Review the [Option Changes](#) page of the [HBA Manual](#) for more information
- For employees enrolled in the PTCP, the annual Option Transfer Period is the time when they may request changes to their NYSHIP coverage that will affect their biweekly premium deduction for the new plan year (for example, request to change from family coverage to individual coverage or cancel coverage altogether)

Permitted Changes

Change of NYSHIP Plan Option

- The Empire Plan to a NYSHIP HMO
- NYSHIP HMO to the Empire Plan
- NYSHIP HMO to NYSHIP HMO
- Enroll in the Opt-out Program (if eligible)
- Change from the Opt-out Program to the Empire Plan or a NYSHIP HMO

Permitted Changes

Enroll in the Opt-out Program, if eligible

- Employees who participated in the Opt-out Program during the 2020 plan year who are still eligible and wish to remain enrolled during the 2021 plan year are not required to take action
- Employees who did not participate in the Opt-out Program during the 2020 plan year must have been continuously enrolled in a NYSHIP option by April 1, 2020 (or when first eligible for NYSHIP if after April 1st) to Opt-out for the 2021 plan year

Permitted Changes

Changes to NYSHIP Coverage

- Change from Family to Individual coverage
- Remove dependents from Family coverage
- Cancel Individual or Family coverage

Note: Enrollees can elect to change from Individual to Family coverage or add dependents to existing family coverage, but late enrollment waiting periods may apply

Not Open Enrollment

Absent a qualifying event, requests to enroll in NYSHIP coverage during the Option Transfer Period will be subject to late enrollment waiting periods

Employee's coverage will begin after a 5 pay period wait

Absent a qualifying event, requests to add dependents to coverage during the Option Transfer Period will be subject to late enrollment waiting periods

Dependent's coverage will begin after a 5 pay period wait

Not Open Enrollment

- When enrolling in NYSHIP coverage or adding dependent(s) to coverage with a qualifying event that allows for the change, coverage will begin based on the date the employee submits a request. If an enrollee submits a request:
 - **30 days or fewer after a qualifying event,**
 - Coverage will be effective on the date of the qualifying event
 - **More than 30 days after a qualifying event,**
 - Coverage will begin after a 5 pay period waiting period

Note: Even if a newly hired employee has experienced a qualifying event, they must always serve their 42 or 56-day new hire waiting period before coverage may begin

Annual Option Transfer Period – HBA Role

- Notify employees about the Option Transfer Period
 - [HBA Memo NY20-19 Communications Plan: Option Transfer Period for 2021](#)
- Advise employees of changes permitted during the Option Transfer Period
- Refer employees to the Health Benefits & Option Transfer section of NYSHIP Online
- Distribute *Choices* publications to enrollees upon request
- Assist employees with completing option transfer requests
 - Deadlines
 - Required forms

NYSHIP Online

nyshiponline

Employee Benefits Division
Department of Civil Service

Current Topics

What's New?

Health Benefits & Option Transfer

Other Benefits

Using Your Benefits

Forms

Planning to Retire?

Find a Provider

Calendar

MyNYSHIP - Employee Self-Service



[NYSHIP Online](#)

NYSHIP Online

Option Transfer Information for Employees of New York State Agencies (NY)

During the annual Option Transfer Period, health insurance options may be changed for any reason. Changes may be made outside the designated Option Transfer Period only under certain circumstances. These circumstances are in the "Your Options Under NYSHIP" section of the *NYSHIP General Information Book*.

NYSHIP enrollees with retiree benefits are permitted to change health insurance options at any time, once during a twelve-month period. This replaced the earlier policy that allowed option changes only during the 30-day Option Transfer Period at the end of each year.

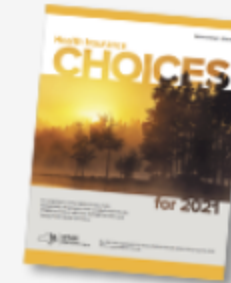
Benefits will be affected by changing options. By changing options, coverage may be substantially different.

NYSHIP Plan Comparison - Select the counties in which you live and work and see a side-by-side benefit comparison of the plans available to you.

 [Planning for Option Transfer for 2021](#)



 [2021 Health Insurance Choices](#)




 [2021 NYSHIP Rates & Deadlines](#)
Effective January 1, 2021



[NYSHIP Online](#)

HBA Online

hba_online benefits resource center	
	You Should Know...
	Easy Reference
	Publications & Forms
	HBA Memos
	Policy Memos
	Phone Numbers / Links
	Meetings & More
	Health Plan Choices
	HBA Manuals
	E-Learning
	HIPAA Privacy Information
	Site Map
	Contact Us / Disclaimer
	NYSHIP Home

NYSHIP Publication Order Forms

▼ Choose the group

- APSU
- Council 82
- CSEA
- Courts
- DC-37
- SEHP
- MC
- NYSCOPBA
- PBA Supervisors
- PBA Troopers
- PEF
- PIA
- UUP

Annual Option Transfer Period – HBA Role

- Review Option Transfer requests and documents submitted by employees at the time of collection
 - Review before you attempt to process in NYBEA to prevent delays
- Update NYBEAS within the keying window timeframes as provided by EBD
 - [NYBEAS Annual Option Transfer Period Keying Window and Retroactivity Dates](#)
- PEP enrollments should be processed before you begin to process Option Transfer Period requests
 - PEP must be signed off by Attendance and Leave offices prior to NYBEAS entry

**NYBEAS Transactions Only Available During the Annual Option Transfer Period
Keying Window from November 30, 2020 through January 31, 2021**

Action / Reason	Description	Reason to Use Transaction
PLN / CHG	Benefit Plan Change during the Option Transfer Period	Used to process an employee's request who is already enrolled in NYSHIP and wishes to change their NYSHIP Option
CCO / OPN	Change to Individual Coverage during the Option Transfer Period	Used to process an employee's request to change from Family coverage to Individual coverage
CAN / OPN	Cancel Coverage during the Option Transfer Period	Used to process an employee's request to voluntarily cancel their coverage
TAX/CH G	Changing Enrollee's Tax Election	Used to process an employee's request to change their health insurance deductions to either "Pre-Tax" or "Post-Tax"

Annual Option Transfer Period – Resources

Resource	Purpose
HBA Memo NY20-33	2021 Annual Option Transfer and Pre-Tax Contribution Program Election Period
NYBEAS Annual Option Transfer Period Keying Window and Retroactivity Dates	Transactions must be entered by HBAs according to this schedule
HBA Memo NY19-32	Pre-Tax Contribution Program (PTCP) Election Period Changes Beginning with Tax Year 2020
HBA Memo NY20-19	Communications Plan: Option Transfer Period for 2021
HBA Manual - Option Changes	Option Changes page of HBA Manual

Annual Option Transfer Period – Resources

Resource	Purpose
NYSHIP Online	Information on the 2021 Option Transfer Period
Planning for Option Transfer for 2021	Information on the 2021 Option Transfer Period
Health Insurance Choices for 2021	Information on Empire Plan and NYSHIP HMOs
Health Insurance Choices Supplement	Companion document to <i>2021 Health Insurance Choices</i> (Choose the group on HBA Online)
2021 NYSHIP Rates & Deadlines	Provides the premium cost of each NYSHIP plan option (Choose the group on HBA Online)

Claims Paid for Ineligible NYSHIP Members



Message from Director of EBD; Jim DeWan

518-473-1977

James.DeWan@cs.ny.gov

Thank you!
Please Review
HBA Online for
Information

Audit of Hospital Claims for Ineligible Members

- [Payments by Empire BlueCross for Hospital Services for Ineligible Members](#) was released by the State Comptroller this year
- It was not the most flattering document published about the Department and its HBAs

Main Findings

- The audit identified 3,177 claims totaling \$18.2 million that were paid for hospital services provided during periods when members were not eligible
- The claims were paid for various reasons, including retroactive disenrollments

Main Findings, cont.

- For retroactive disenrollments, it took 400 days, on average, to cancel coverage due to delays by Civil Service, HBAs, and members
- In one example, Empire BlueCross paid \$186,000 in ineligible claims because it took eight years to retroactively disenroll the member

Other Findings

- “Civil Service has no mandatory training or requirements for its HBAs.”
- “Civil Service provides extensive rules, regulations, and guidance, but does nothing to ensure HBAs actually review this guidance and fully understand their responsibilities.”
- “We identified numerous instances of HBAs, Civil Service, and members failing to coordinate efforts to ensure timely and accurate updates to NYBEAS.”

What Comes Next?

- The Department shares substantial responsibility for these findings
- We are taking steps to avoid these claims
- I need HBAs to be more vigilant and ensure transactions are processed timely

What Comes Next?

- HBAs are required to attest they understand their roles and responsibilities
- Deadline was November 20, 2020
- NYBEAS privileges may be revoked for those who have not responded
- For agencies with numerous retroactive transactions, I will be sending a letter requesting a corrective action plan

The Opt-out Program

Opt-out Program

- The Opt-out Program is a benefit negotiated through collective bargaining that allows eligible NYS employees who are enrolled in other employer-sponsored health insurance to “opt out” of NYSHIP medical coverage and receive an incentive payment
- The following people are not eligible for the Opt-out Program
 - UUP employees
 - GSEU employees
 - NYS retirees

Opt-out Program

- Eligible employees may enroll in the Opt-out Program when newly eligible for NYSHIP benefits or during the annual Option Transfer Period
- Employees who currently participate in the Opt-out Program are **no longer required** to re-enroll in the Opt-out Program during the Option Transfer Period
 - No action is required for current Opt-out enrollees who are still eligible and wish to remain in the Program during the upcoming plan year

Opt-out Program – Incentive Payments

- **Opt-out of Individual coverage**
 - Enrollee receives \$1,000 annually (\$38.47 per bi-weekly check)
- **Opt-out of Family coverage**
 - Enrollee receives \$3,000 annually (\$115.39 per bi-weekly check)
- Incentive payments are prorated and credited to enrollee's 26 paychecks
- Incentive payments cannot be paid in a lump sum
- Incentive payments are considered taxable income

Eligibility Requirements for the Opt-out Program

Employees of M/C, UCS, and all union groups are eligible with the exception of GSEU and UUP employees

Must be eligible for NYSHIP coverage with the employer contribution

Must prove enrollment in other employer-sponsored group health insurance coverage

Must elect enrollment into the Opt-out Program during the Option Transfer Period or when newly eligible for NYSHIP

If electing during OT Period, must have been enrolled in NYSHIP continuously since April 1st of the previous plan year, or since first eligible for NYSHIP (if after April 1st)

Note: Opt-out incentive payments will end when an enrollee no longer meets these eligibility requirements.

What is other employer-sponsored group health insurance coverage?

Health insurance coverage through employee's other employment

Health insurance coverage through employment of the employee's spouse, domestic partner, or parent

Health insurance coverage available to the employee through the U.S. Department of Veterans Affairs

PS-409 Opt-out Attestation Form

Can other employer-sponsored group health insurance coverage be other NYSHIP coverage?

Can be NYSHIP coverage through spouse's, domestic partner's, or parent's employment with a Participating Agency or Participating Employer*

Cannot be NYSHIP coverage through spouse's, domestic partner's, or parent's employment with NYS

Cannot be NYSHIP coverage through the enrollee's other employment with a NYS agency, Participating Agency, or Participating Employer

*Only eligible for the Individual incentive payment

Opt-out Program

Once enrolled in the Opt-out Program:

- Enrollees cannot change directly from Individual Opt-out to Family Opt-out
- Enrollees cannot elect to change from the Opt-out Program to NYSHIP coverage outside the Option Transfer Period unless they experience a PTCP qualifying event
 - Must submit request no later than 30 days after a PTCP qualifying event
 - If a request is submitted due to loss of other coverage, and is received later than 30 days since the loss of other coverage, the employee will be subject to a late enrollment waiting period before they can enroll in a NYSHIP plan option and any Opt-out incentive payments the enrollee should not have received will be recouped retroactively

Opt-out Program – Leave of Absence

An enrollee on a leave status that is eligible for NYSHIP benefits with an Employer Contribution will remain eligible for the Opt-out incentive payments

- The enrollee is still eligible for incentive payments, but won't receive the payments until they are added back to the payroll
- Retroactive amounts will be paid with current amount once the enrollee is added back to the payroll

Opt-out Program – Leave of Absence

An enrollee on a leave status that is not eligible for NYSHIP benefits with an Employer Contribution is not eligible for the Opt-out incentive payments for the period they are out on leave

- Incentive payments will resume when the enrollee is added back to the payroll
- The enrollee will **not** receive retroactive incentive payments for the period they were out on leave

Opt-out Program – Resources

Resource	Purpose
HBA Memo NY 19-31	Health Insurance Opt-out Program, 2019 Revision
PS-404 Health Insurance Transaction Form	Employee must complete form to elect Opt-out Program
PS-409 Opt-out Attestation Form	Employee must complete form to prove enrollment in other employer-sponsored health insurance
HBA Manual - Opt-out Program	Opt-out Program Page of HBA Manual

Pre-Tax Contribution Program (PTCP)

PTCP Eligibility

To be eligible to elect the PTCP, the enrollee must be:

- An actively working State employee
- Receiving a regular paycheck
- Having NYSHIP premiums deducted from their paycheck

PTCP Enrollment

Enrollees are eligible to elect PTCP only:

- When first eligible for NYSHIP benefits (Newly employed/Newly eligible for coverage), or
- During the annual PTCP election period (which now runs concurrently with the Annual Option Transfer Period)

Individuals already enrolled in PTCP do not need to re-enroll

Pre-Tax Contribution Program

The Pre-Tax Contribution Program (PTCP) allows an enrollee to have NYSHIP premiums deducted from their wages before taxes are withheld, which may lower the enrollee's tax liability

When an enrollee elects to participate in the PTCP, they are agreeing to having the same pre-tax premium amount deducted from their paychecks for the entire year

An enrollee cannot make changes to their NYSHIP plan option or coverage that will cause a change in their pre-tax premium deduction, unless they experience a PTCP qualifying event that allows for the change and they make a timely request

Requests for changes to a NYSHIP plan option or coverage that will cause a change in an enrollee's pre-tax premium deduction must satisfy the consistency rule and must be submitted no later than 30 days after experiencing a PTCP qualifying event

PTCP Consistency Rule

PTCP Consistency Rule

To make a mid-year change in pre-tax deduction, the PTCP qualifying event must result in a change in status that affects eligibility for coverage under an employer's plan, and the change must be on account of and correspond with the PTCP qualifying event

PTCP Qualifying Events

Changes Permitted Only After Certain Events

Under Internal Revenue Service (IRS) rules, if you are enrolled in PTCP, you may change your health insurance deduction during the tax year only after one of the following PTCP qualifying events:

- Change in marital status.
- Change in number of dependents.
- Change in your (or your dependent's) employment status that affects eligibility for health benefits.
- Change in your dependent's status that affects eligibility for health benefits.
- Change in your (or your dependent's) place of residence or worksite that affects eligibility for health benefits.
- Significant change in health benefits and/or premium under NYSHIP.
- Significant change in health benefits and/or premium under your (or your dependent's) other employer's plan.
- COBRA events.
- Judgment, decree or order to provide health benefits.
- Medicare or Medicaid eligibility.
- Leaves of absence.
- HIPAA special enrollment rights.

PTCP Consistency Rule

Mid-year changes in pre-tax deductions resulting from a change in **coverage** are permitted only when the change is:

- On account of and **consistent** with a PTCP qualifying event.
- Requested no later than 30 days after the qualifying event

Mid-year changes in pre-tax deductions resulting from a change in **plan option** are permitted only when the change is:

- On account of and **consistent** with a PTCP qualifying event
- Coincident with a Qualifying Life Event to change NYSHIP plan options outside of the Option Transfer Period
- Requested no later than 30 days after the qualifying event

PTCP Consistency Rule

PTCP Consistency Rule Example

A child aging off the policy is a qualifying event to remove that child from the policy. If the child was the only dependent, the enrollee can change the pre-tax premium deduction from Family to Individual. However, if other dependents, such as a spouse, are covered under the policy, this event does not allow the enrollee to remove his spouse. Therefore, the enrollee cannot change from Family to Individual premium deduction.

PTCP Qualifying Events and Consistency Rule

Marriage or Establishment of Domestic Partnership

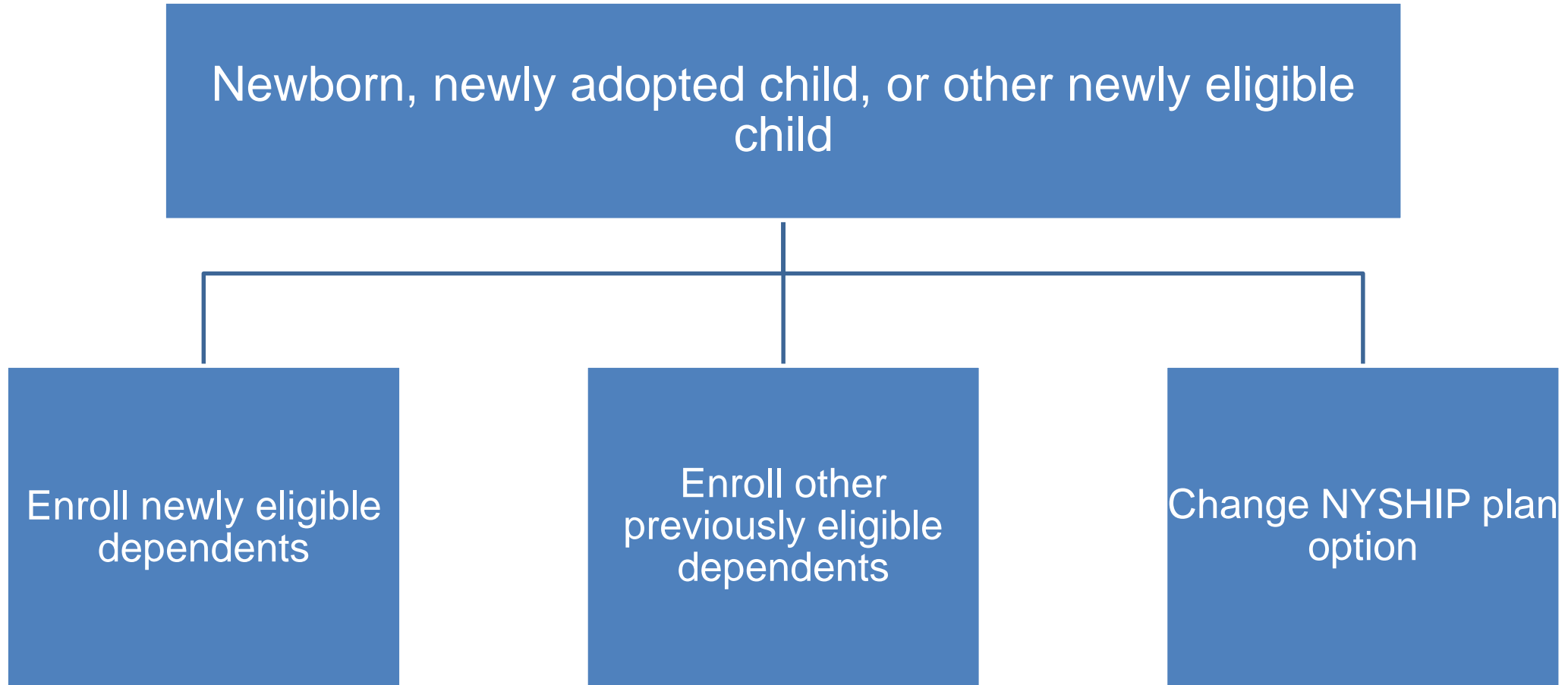
Enroll new spouse or domestic partner and dependent children

Enroll other previously eligible dependents

Change NYSHIP plan option

Cancel individual or family NYSHIP coverage when enrolling in spouse's or domestic partner's other coverage

PTCP Qualifying Events and Consistency Rule



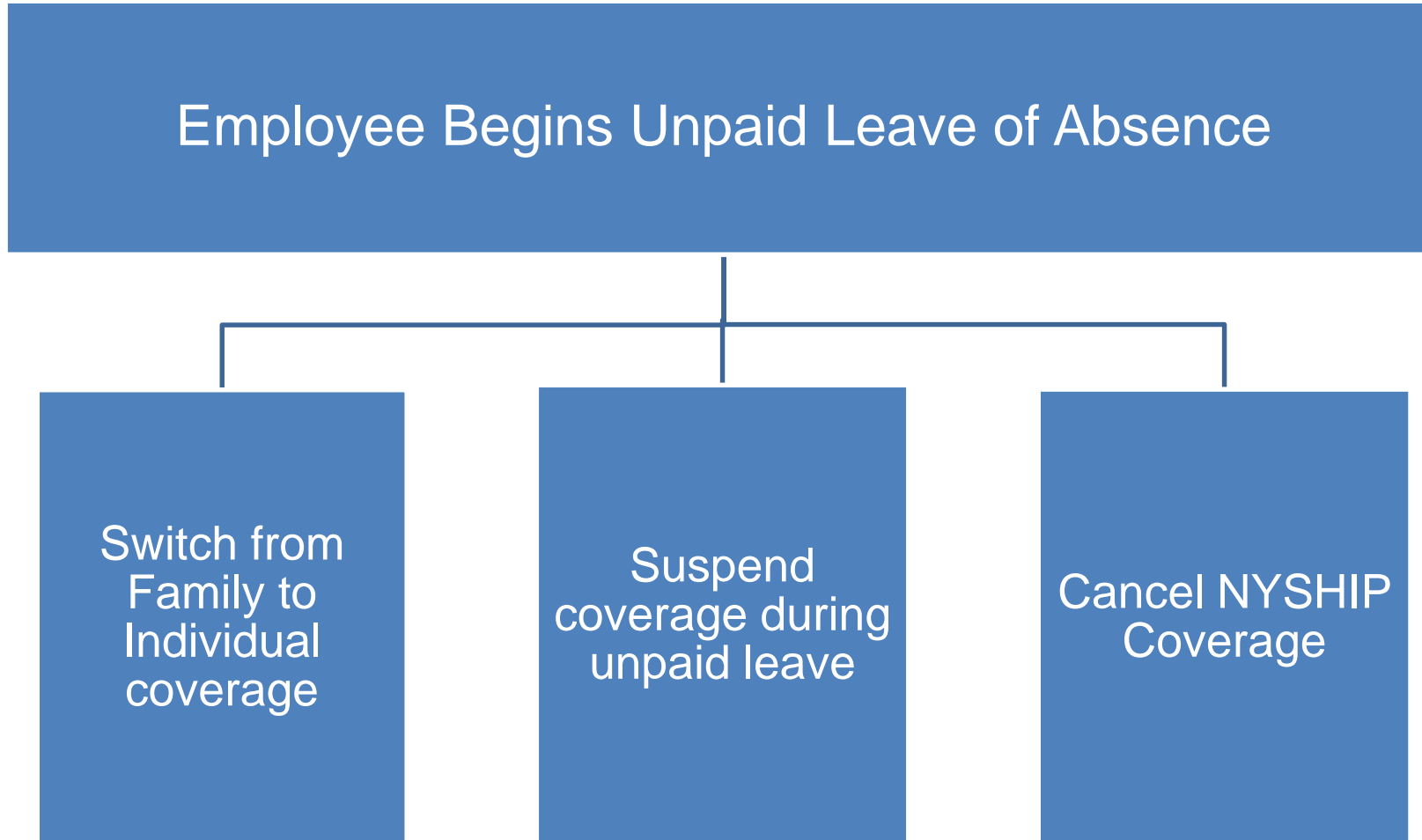
PTCP Qualifying Events and Consistency Rule

Judgement, decree, or order to provide health benefits to eligible child(ren)

Enroll in Family coverage to cover child named in judgment, decree, or order.

Enroll other previously eligible dependents

PTCP Qualifying Events and Consistency Rule



PTCP Qualifying Events and Consistency Rule

Employee Returns From Unpaid Leave

Re-enroll in
coverage that was
suspended during
unpaid leave

PTCP Qualifying Events and Consistency Rule

- For a full listing of PTCP qualifying events and allowable changes, please refer to [Policy Memo 143: Pre-Tax Contribution Program](#)

Type	Event	Permissible Changes
Newly Eligible Dependents	Marriage Add Federally-Qualified Domestic Partner	<ul style="list-style-type: none"> Enroll new spouse/domestic partner and dependent children Drop individual or family coverage when enrolling in spouse/domestic partner's plan
	Newborn Child Adoption Other Newly Eligible Child	<ul style="list-style-type: none"> Enroll newly eligible dependents and previously eligible dependents
Newly Ineligible Dependents	Divorce Death of Dependent Domestic Partnership Termination Child Exceeds Age Limit	<ul style="list-style-type: none"> Drop coverage ONLY for dependents losing eligibility
Newly Eligible For Benefits (Employee)	New Job (Benefits-Eligible) Newly Benefits-Eligible (Existing Job)	<ul style="list-style-type: none"> Enroll employee and all eligible dependents
Newly Eligible For Benefits (Dependent)	New Job (Benefits-Eligible) Newly Benefits-Eligible (Existing Job)	<ul style="list-style-type: none"> Drop coverage ONLY for employee and/or dependents newly enrolled in dependent's plan

Newly Ineligible For Benefits (Dependent)	Dependent Job Loss Dependent Becomes Benefits-Ineligible	<ul style="list-style-type: none"> Enroll employee and/or dependents previously covered by dependent's plan
Residence or Employment Site Change	Employee Moves Into HMO Service Area	<ul style="list-style-type: none"> Elect newly available coverage option
	Employee Moves Out of HMO Service Area	<ul style="list-style-type: none"> Elect new coverage option Drop coverage
Significant Cost or Coverage Change	Significant Cost Increase Significant Reduction of Coverage	<ul style="list-style-type: none"> Elect new coverage option Drop individual or family coverage
	Significant Cost Decrease Significant Improvement in Coverage	<ul style="list-style-type: none"> Change coverage option Switch from individual to family coverage Continue coverage at lower cost
	Significant Improvement in Coverage Offered to Dependent	<ul style="list-style-type: none"> Drop coverage ONLY for employee and/or dependents newly enrolled in dependent's plan

Pre-Tax Vs. Post-Tax – Change Requests

Pre-Tax

- An enrollee can only change their pre-tax premium deduction mid-year when they experience a PTCP qualifying event that allows for the change and they submit their request no later than 30 days after the event

Post-Tax

- An enrollee can change their post-tax deduction at any time during the plan year
 - Consistent with NYSHIP rules
 - Need to experience a Qualifying Life Event to change plan option (*NYSHIP GIB* pg. 4)

Pre-Tax Vs. Post-Tax – Adding Dependents

Pre-Tax

- **With PTCP qualifying event (requested no later than 30 days after event)**
 - Allows enrollee to change pre-tax deduction (Individual to Family)
 - An enrollee can add newly eligible dependents and other previously eligible dependents to coverage
 - Coverage will be effective on the date of the PTCP qualifying event

Pre-Tax Vs. Post-Tax – Adding Dependents

Pre-Tax

- **Without a PTCP qualifying event or if request is received later than 30 days of event**
 - Does not allow enrollee to change pre-tax deduction
 - If adding dependents to Individual coverage, the dependent portion of the premium will be deducted after tax (split deductions)
 - An enrollee can add eligible dependents with a late enrollment waiting period

Pre-Tax Vs. Post-Tax – Adding Dependents

Post-Tax

- **With qualifying event (requested no later than 30 days after event)**
 - Coverage will be effective on the date of the qualifying event
- **Without a qualifying event or if request is received later than 30 days after event**
 - Coverage will begin after a late enrollment waiting period of 5 pay periods

Pre-Tax Vs. Post-Tax – Removing Dependents

Pre-Tax

- **With qualifying event (requested no later than 30 days after event)**
 - Allows enrollee to remove eligible dependents which may cause change in pre-tax premium deduction (Family to Individual)
- **Without a qualifying event or if request is received later than 30 days after event**
 - Does not allow enrollee to change pre-tax deduction
 - Can remove eligible dependents from coverage only when the removal will not cause a change in coverage

Pre-Tax Vs. Post-Tax – Removing Dependents

Post-Tax

- **With qualifying event (requested no later than 30 days after event)**
 - Remove dependents from Family coverage effective date of event
 - Change from Family to Individual coverage effective date of event
- **Without a qualifying event or if request is received later than 30 days after event**
 - Remove dependents from Family coverage the first of the following payroll period
 - Change from Family to Individual coverage the first of the following payroll period

Pre-Tax Contribution Program – HBA Role

Inform employees about the Pre-Tax Contribution Program (PTCP)

- Difference of Pre-Tax and Post-Tax
- PTCP Qualifying Events
- Consistency Rule

Ensure that requests made outside of the Option Transfer Period to change a PTCP enrollee's coverage or plan option are submitted no later than 30 days after a PTCP qualifying event

- Cannot process a change to pre-tax deduction amount if the request is submitted outside of the Option Transfer Period or later than 30 days after a PTCP qualifying event

PTCP – Resources

Resource	Purpose
PS-404 Health Insurance Transaction Form	Employee must elect Pre-Tax or After-Tax when enrolling in NYSHIP coverage
Policy Memo 143: Pre-Tax Contribution Program	Administration of PTCP for New York State employees (review attachment for list of PTCP qualifying events and consistency rule)
HBA Memo NY 19-32	Pre-Tax Contribution Program (PTCP) Election Period Changes Beginning with Tax Year 2020
HBA Manual - PTCP	PTCP Page of HBA Manual
NYSHIP General Information Book	Refer to GIB for PTCP information and list of PTCP qualifying events

Productivity Enhancement Program (PEP)

Productivity Enhancement Program - PEP

- PEP allows eligible employees to exchange previously accrued annuals (vacation) and/or personal leave in return for a bi-weekly credit which reduces their share of the NYSHIP premium
- The 2021 PEP Enrollment Period ran from November 2 – November 30, 2020
 - Enrollment period is subject to change each year
 - The PEP Enrollment Period is separate from the NYSHIP Option Transfer Period
- Enrollees must elect PEP annually
 - Enrollees that do not re-enroll during the PEP Enrollment Period will not be allowed to re-enroll until the next PEP election period

PEP Eligibility

- PEP is an Attendance and Leave (A&L) benefit established through collective bargaining. The following groups are eligible for PEP in 2021:
 - CSEA, UUP, DC-37, M/C, UCS, Legislature
- Employees above grade 24 are not eligible for PEP
 - Some groups are only eligible through 23
 - UUP eligibility requirements are based on salary amount, not grade level
- Part-time employees who meet the eligibility requirements may participate
 - Credit will be prorated based on payroll percentage

PEP

- The amount credited towards an employee's bi-weekly premiums is based upon the employee's salary grade and number of leave days forfeited
- An employee's full leave amount will be deducted from their accrual balance at the time of enrollment
 - Employees must have at least 8 days remaining of combined annual and personal leave after forfeiture in order to be eligible
- Leave accruals forfeited for PEP will not be returned when an enrollee is no longer eligible for PEP (separate from state service, retire, etc.)

2020 PEP

- The 2020 **Administration** payroll has a total of 27 pay periods rather than the typical 26 pay periods. EBD will systematically process the 2020 PEP cancellations prior to the 2021 enrollment period
 - See chart on next slide

Productivity Enhancement Program

Employee's Payroll Cycle	Last Paycheck with PEP Credit for 2020	First Paycheck w/ 2021 PEP Credit
Administration Lag	12/9/20	1/6/21
Administration Current	11/25/20	12/23/20
Institution Lag	12/17/20	12/31/20
Institution Current	12/3/20	12/17/20
Triple Lag	12/17/20	1/14/21

2021 PEP - Example

Full-time employees in positions at or equated to Salary Grade 17 and below:		
Employee Group	Forfeited Days	Annual NYSHIP Credit
CSEA, DC-37 and Management/Confidential;* Legislature	3	\$600
	6	\$1,200
Full-time employees in positions at or equated to Salary Grade 18 through 24 (through grade 23 for M/C; Legislature):		
Employee Group	Forfeited Days	Annual NYSHIP Credit
CSEA, DC-37 and Management/Confidential;* Legislature	2	\$600
	4	\$1,200

2021 PEP - Example

Unified Court System (UCS) full-time employees ¹ in the following positions:		
Employee Group	Forfeited Days	Annual NYSHIP Credit
UCS employees at or below Judicial Grade 16	3	\$600
	6	\$1,200
UCS employees at and including Judicial Grades 17 through 23	2	\$600
	4	\$1,200
United University Professions (UUP) full-time employees ² in the following positions:		
Employee Group	Forfeited Days	Annual NYSHIP Credit
Employees earning at or below \$70,947 annually	3	\$600
	6	\$1,200
Employees earning above \$70,947 and below \$101,385 annually	2	\$600
	4	\$1,200

PEP – HBA Role

Stay up to date with
Department of Civil
Service Memos

- Attendance & Leave (A&L) Memo providing program information, the eligibility requirements, and the dates for the PEP enrollment period
- Once A&L posts their PEP Memo, EBD will send out an HBA Memo regarding the processing of PEP

Coordination with staff
handling your agency's
time and attendance
function is key to PEP
credit processing

- Agency timekeepers will be responsible for adjusting the vacation and/or personal leave balances
- You are responsible for processing the Health Insurance Premium Contribution Credit for PEP enrollees

PEP – Resources

Resource	Purpose
Attendance and Leave Website	Locate Attendance and Leave Memos here
2021 PEP A&L Memo	Information regarding the PEP eligibility requirements, calculation of PEP credit, enrollment period dates for the 2021, and PEP enrollment form
2021 PEP HBA Memo	HBA Memo regarding the processing of PEP for 2021
HBA Online E-Learning	Video tutorials providing guidance on how to process a PEP Enrollment in NYBEAS

PEP questions regarding employee eligibility and leave transactions should be directed to the Attendance and Leave Unit of the Department of Civil Service at (518) 457-2295.

Young Adult Option (YAO) Open Enrollment

YAO Open Enrollment

- Young Adult Option (YAO) Open Enrollment runs concurrently with NYSHIP's Annual Option Transfer Period
- YAO allows a child of a NYSHIP enrollee to purchase Individual coverage through NYSHIP when the young adult child is not otherwise eligible as a dependent under NYSHIP rules
- Young adult children eligible for YAO may enroll in any NYSHIP plan option (Empire Plan or NYSHIP HMO) for which he/she is eligible
 - Does not have to be same plan option as parent's NYSHIP plan option
- YAO enrollees must pay the full cost of the premium for Individual coverage
 - No employer contribution

YAO Open Enrollment

The Young Adult Option is available to young adults who meet all of the following requirements:

- A child, adopted child, or stepchild of a NYSHIP enrollee
- Age 29 or younger
- Unmarried
- Not insured by or eligible for coverage through the young adult's own employer-sponsored health plan
- Living, working, or residing in New York State or the plan's service area
- Not covered under Medicare

YAO Open Enrollment

- Outside of the Option Transfer Period a young adult or their parent only has the following opportunities to enroll the young adult child in YAO:
 - Within 60 days of when the young adult would otherwise lose coverage under the parent's policy due to age
 - Within 60 days of when the young adult becomes eligible due to:
 - a loss of his/her employer coverage;
 - relocation of residence or employment into New York State or the Plan's service area
 - otherwise becomes newly eligible due to a change in circumstances (such as divorce)

YAO Open Enrollment

Eligibility for NYSHIP enrollment under the Young Adult Option ends when one of the following occurs:

- The young adult voluntarily terminates coverage;
- The young adult's parent is no longer enrolled in NYSHIP;
- The young adult no longer meets all of the eligibility requirements; or
- The NYSHIP premium for the young adult's coverage is not paid in full within the 30-day grace period following the premium payment due date

Young Adult Option – Resources

Resource	Purpose
Young Adult Option Web Page	YAO program information, forms, and FAQs
Young Adult Option Enrollment Form	Employee or Young Adult must complete form to elect YAO
EBD-543 HIPAA Authorization Form	Young Adult must submit form to EBD to permit EBD to speak to the parent on their behalf
HBA Manual – Young Adult Option	YAO page of HBA Manual
Planning for Option Transfer for 2021	Information on YAO (page 12)

Summary

Summary

- An audit from Empire BlueCross was released by the State Comptroller reporting numerous payments of claims for ineligible NYSHIP members
- The Department shares substantial responsibility for these findings and is taking steps to avoid these claims
- HBAs must be more vigilant and ensure transactions are processed timely
- All NYBEAS Users are now required to acknowledge their role and their duties recorded within HBA Memo NY 20-29
- HBAs and agency NYBEAS Users must read, sign, and return a Confidentiality Agreement and Attestation Form to EBD

Summary

- Enrollees may elect to change their NYSHIP coverage, change their plan option, or enroll in the Opt-out Program during the annual Option Transfer Period
- The Option Transfer Period is **not** an open enrollment period
 - Late enrollment waiting periods apply when:
 - Employees **not** newly eligible for NYSHIP benefits request enrollment
 - Adding dependents without a Qualifying Event
- The Opt-out Program allows eligible NYS employees who are enrolled in other employer-sponsored health insurance to “opt out” of NYSHIP medical coverage and receive an incentive payment
- Employees who currently participate in the Opt-out Program are no longer required to re-elect Opt-out Program enrollment during each Option Transfer Period

Summary

- PTCP allows enrollees to have NYSHIP premiums deducted from their wages before taxes are withheld with the purpose of lowering the enrollee's tax liability
- Enrollees are eligible to elect PTCP when first eligible for NYSHIP benefits or during the annual PTCP election period
- Once enrolled in PTCP, enrollees may only make changes to their NYSHIP premium deduction when they experience a PTCP qualifying event that allows for the change and they make a timely request
- Consistency Rule: To make a mid-year change in pre-tax deduction, the PTCP qualifying event must result in a change in status that affects eligibility for coverage under an employer's plan, and the change must be on account of and correspond with the PTCP qualifying event.

Summary

- PEP allows enrollees to exchange previously accrued annual and/or personal leave in return for a bi-weekly credit to reduce their share of the NYSHIP premium
- Enrollees must elect PEP annually in order to participate
- Young Adult Option (YAO) Open Enrollment runs concurrently with NYSHIP's Annual Option Transfer Period
- YAO allows a child of a NYSHIP enrollee to purchase Individual coverage through NYSHIP when the young adult child is not otherwise eligible as a dependent under NYSHIP rules

Resources

Annual Option Transfer Period – Publications

Resource	Purpose
Planning for Option Transfer for 2021	Information on the 2021 Option Transfer Period
Health Insurance Choices for 2021	Information on Empire Plan and NYSHIP HMOs
Health Insurance Choices Supplement	Companion document to <i>2021 Health Insurance Choices</i> (Choose the group on HBA Online)
2021 NYSHIP Rates & Deadlines	Provides the premium cost of each NYSHIP Plan (Choose the group on HBA Online)
NYSHIP General Information Book	Option Transfer Period information

Annual Option Transfer Period – Forms

Resource	Purpose
PS-404 Health Insurance Transaction Form	Employee must complete form to elect Opt-out Program
PS-409 Opt-out Attestation Form	Employee must complete form to prove enrollment in other employer-sponsored health insurance
Young Adult Option Enrollment Form	Employee or Young Adult must complete form to elect YAO
EBD-543 HIPAA Authorization Form	Young Adult must submit form to EBD to permit EBD to speak to the parent on their behalf
2021 PEP Enrollment Form	Employee must have completed form to enroll in 2021 PEP

Annual Option Transfer Period – Memos

Resource	Purpose
HBA Memo NY20-33	2021 Annual Option Transfer and Pre-Tax Contribution Program Election Period
HBA Memo NY20-19	Communications Plan: Option Transfer Period for 2021
HBA Memo NY 19-31	Health Insurance Opt-out Program, 2019 Revision
HBA Memo NY 19-32	PTCP Election Period Changes Beginning with Tax Year 2020
Policy Memo 143: PTCP	Administration of PTCP for New York State employees
2021 PEP A&L Memo	Information regarding the PEP
2021 PEP HBA Memo	HBA Memo regarding the processing of PEP for 2021
HBA Memo NY 18-12	NYBEAS Access and HBA Online Access
HBA Memo NY 20-29 HBA Responsibilities	Outlines HBA Responsibilities

Annual Option Transfer Period – Online Resources

Resource	Purpose
HBA Online	Resource center for HBAs
HBA Memos	Provide guidance for NYSHIP procedures specific to HBAs
HBA Online E-Learning	Video tutorials providing guidance on how to process a PEP Enrollment in NYBEAS
NYSHIP Policy Memos	Provide guidance for NYSHIP procedures
NYSHIP Online	Resources center for HBAs and employees
Young Adult Option Web Page	YAO program information, forms, and FAQs
Attendance and Leave Website	Locate Attendance and Leave Memos here

Annual Option Transfer Period – HBA Manual

Resource	Purpose
HBA Manual	Provides HBAs with guidance on the rules of NYSHIP, processing of transactions in NYBEAS
HBA Manual - Option Changes	Option Changes Page of HBA Manual
HBA Manual - Opt-out Program	Opt-out Program Page of HBA Manual
HBA Manual - PTCP	PTCP Page of HBA Manual
HBA Manual – Young Adult Option	YAO page of HBA Manual
HBA Manual – HBA Roles and Responsibilities	HBA Roles Page of HBA Manual
HBA Manual - Processing Transactions	List off NYBEAS transactions with links to processing instructions

Questions?