



Department of Civil Service

ANDREW M. CUOMO
Governor

NY 21-13

TO: New York State Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: 2021 Special Option Transfer Period for Enrollees in the Agency Police Services Unit (APSU) Represented by the Police Benevolent Association of New York State (PBANYS)
DATE: June 21, 2021

Previously, you received HBA memo NY 21-08 notifying you of the implementation of benefit and rate changes for employees in the Agency Policy Services Unit (APSU) represented by the Police Benevolent Association of New York State (PBANYS) effective August 1, 2021. As a result, there will be a Special Option Transfer Period, when affected employees may make changes to their NYSHIP coverage.

Special Option Transfer Period (July 1, 2021 – July 30, 2021)

Affected employees who wish to make changes to their NYSHIP coverage must do so by signing a PS-404 Health Insurance Transaction form. Do not accept PS-404s received after the July 30th deadline.

During the Special Option Transfer Period, affected employees may make changes to their NYSHIP Option. Employees may choose The Empire Plan or a NYSHIP-approved Health Maintenance Organization (HMO) serving the area where they live or work. Enrollment in the Opt-out Program is not permitted during this Special Option Transfer Period. Employees may also request changes that will affect their biweekly premium deduction (for example, request to change from family coverage to individual coverage or cancel coverage altogether).

Employees who request to enroll in NYSHIP coverage or to add previously eligible dependents to existing coverage are still subject to NYSHIP's late enrollment rules. Refer to the *NYSHIP General Information Book* for NY active employees for more information. **Exception:** Effective dates of enrollments, cancellations, and changes in coverage between **2 NYSHIP eligible employees** who are married or in a domestic partnership, will be coordinated when requested by both employees within the Special Option Transfer Period. HBAs should coordinate this process by contacting EBD.

Keying Window for Special Option Transfer Period

HBAs will be able to process the following transactions from **July 1, 2021 through August 13, 2021**.

Processing Transactions on NYBEAS

When processing these transactions, HBAs should use the “request date” from the chart below. This will ensure the correct effective date is populated on NYBEAS. The appropriate effective date will automatically populate in NYBEAS based upon the employee’s payroll cycle shown below.

Transaction	Payroll	Enter this Request Date on NYBEAS	Effective Date on NYBEAS
PLN/CHG	Admin Lag-Exempt; Admin Lag; Triple Lag	Use date of request on PS-404	8/05/21
CCO/VOL CAN/VOL	Admin Lag-Exempt; Admin Lag; Triple Lag	7/30/21	8/05/21
Coordinating Changes between 2 State Employees	Admin Lag-Exempt; Admin Lag; Triple Lag;	Contact HBA Help Line at 518-474-2780 for assistance	

The Rate Changes flyer references the paycheck date when changes will occur. Delays in processing will result in retroactive deductions or refunds.

Video tutorials and additional guidance on how to process transactions can be found in the HBA Manual and E-Learning section of HBA Online at:

<https://www.cs.ny.gov/employee-benefits/hba/shared/e-learning/index.cfm>.

Note: Online option changes using MyNYSHIP will **not** be available to enrollees during the Special Option Transfer Period.

If you have questions about this memo, please contact the HBA Helpline at 518-474-2780. Visit HBA Online at <https://www.cs.ny.gov> to access the HBA Manual, and for information regarding the benefit and rate changes affecting this group.