



SEHP21-13

MEMORANDUM

TO: Student Employee Health Plan (SEHP) Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: 2021 SEHP *General Information Book*
DATE: December 13, 2021

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

Revised and Updated Book

The 2021 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.

Distribution

We will send you a supply of two copies for your use. This publication will begin mailing to enrollee homes before the end of December. Mail files were pulled from NYBEAS on December 4, 2021. 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 after the mailing date 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

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) 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 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.