



PE 22-05

## MEMORANDUM

**TO:** Health Benefits Administrators of Participating Employers  
**FROM:** Employee Benefits Division  
**SUBJECT:** Revised *Empire Plan Certificate* for Participating Employers (PEs)  
**DATE:** April 15, 2022

The updated *Empire Plan Certificate* for active employees and retirees enrolled through Participating Employers with changes effective January 1, 2021 is now available on NYSHIP Online and will soon be mailed to enrollee homes and shipped to agencies. The enrollee mail file was pulled from NYBEAS on April 4, 2022. As a reminder, please order an Empire Plan Quick Order package on HBA Online for any new enrollee with a hire date after this date to ensure they receive a complete set of benefit information.

Amendments detailing changes to The Empire Plan since publication of the 2014 *Empire Plan Certificate* are also available on NYSHIP Online and HBA Online as a reference. The new *Certificate* replaces the 2014 publication and the online amendments have been incorporated into the print version, which is also posted online.

### Distribution

For reference, we will send you two copies of the *Empire Plan Certificate*. **Note:** If you maintain NYSHIP materials in your office, the materials on your shelves should mirror the PE's updated fulfillment form. Please recycle any old materials that do not appear on the updated form.

### Publications Available on NYSHIP Online: [www.cs.ny.gov/employee-benefits](http://www.cs.ny.gov/employee-benefits)

Please check NYSHIP Online for new publications. We generally post publications when we sign off for printing.

### Ordering Publications

You may order additional copies of the new *Certificate* (PE0147) 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](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.