



NY 23-05

## MEMORANDUM

**TO:** New York State Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** *District Council 37 Income Protection Plan Booklet*  
**DATE:** March 31, 2023

We are pleased to announce that an updated and rebranded *District Council 37 Income Protection Plan (DC-37 IPP) booklet* for employees of the State of New York represented by District Council 37 is now available online and will soon be mailed to agencies. The *DC-37 IPP booklet* explains the benefit and includes contact and claims information.

Changes to the booklet detail the automatic enrollment process, which confirms eligible enrollees are no longer required to complete the Income Protection Plan Enrollment Form to enroll in the program. A DC-37 employee with qualifying prior service will automatically receive a letter from EBD giving them the option to decline IPP enrollment with instructions on how to do so. However, deadlines apply and DC-37 employees who miss this opportunity will be automatically enrolled in the program and cannot decline coverage after 30 days.

The April 2023 version replaces the March 2017 version. Please recycle any old copies you may have on your shelves.

### **Distribution**

We will send each agency two copies of the *DC-37 IPP booklet* for reference. This updated publication is not being mailed to current IPP enrollees. Since it is not included in the DC-37 quick order package that is available to order on HBA Online, you should supply a copy to any new enrollee.

### **Publications Available on Our Website:** [www.cs.ny.gov](http://www.cs.ny.gov)

You can also access the *DC-37 IPP booklet* and IPP forms online. Go to the Department of Civil Service website at [www.cs.ny.gov](http://www.cs.ny.gov) and select State Employees, then choose Resources. Under Health Insurance and Employee Benefits, click on Income Protection Plan (IPP).

### **Ordering Publications**

You may order additional copies of the *DC-37 IPP booklet* (NY1427) on HBA Online under Publications & Forms. **Please do not order copies until you have received your shipment.**

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.