



Department of Civil Service

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NY23-29
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TO: New York State Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: 2024 Option Transfer Period Webinar
DATE: November 21, 2023

The Employee Benefits Division (EBD) is pleased to announce the 2024 Option Transfer Period will take place from November 30, 2023, to December 29, 2023. The annual Option Transfer Period HBA webinars will be held **Wednesday, November 29 from 1:00 p.m. to 3:00 p.m. and Tuesday, December 5 from 10:00 a.m. to 12:00 p.m.**

EBD will present information on 2024 Option Transfer Period dates and deadlines, eligibility and enrollment rules for the Pre-Tax Contribution Program (PTCP), Opt-out Program, Productivity Enhancement Program (PEP), Young Adult Option (YAO), and your responsibilities as a Health Benefits Administrator (HBA) during the 2024 Option Transfer Period. The information presented will be the same for each session, so HBAs only need to attend one of the sessions.

Attendance is mandatory. All HBAs are required to either attend a live webinar or watch a recording of one of the webinars. Following the live webinars, EBD will send out an HBA Memo once the recorded webinar session is available to view online.

To register for one of the live webinars, click on one of the registration links below. Complete the required information and click 'register.' Please be careful to provide the correct e-mail when registering to ensure receipt of a confirmation e-mail.

We recommend you test your system prior to the session to be sure your current computer software supports the webinar. This test can be done by accessing the following link: <https://www.webex.com/test-meeting.html>. If you experience technical difficulty or are unable to install required software to allow you to test your system, we suggest you first contact your computer system administrator. If your computer system administrator is unable to resolve the issue, you should call the WebEx Help Center at 1-866-229-3239.

Registration Links:

[2024 Option Transfer Period Webinar: 11/29 1pm-3pm](#)

[2024 Option Transfer Period Webinar: 12/5 10am-12pm](#)