



PE23-17  
PA23-15  
PAEX23-14

## MEMORANDUM

**TO:** Health Benefit Administrators (HBA) of all NYSHIP Participating Agencies (PA) and Participating Employers (PE)  
**FROM:** Employee Benefits Division  
**SUBJECT:** Newly Published Policy Memo 150, "Minimum Time Frame to Join NYSHIP or Change NYSHIP Participation"  
**DATE:** October 27, 2023

The Employee Benefits Division (EBD) is pleased to announce the recent publication of Policy Memo 150, "Minimum Time Frame to Join the New York State Health Insurance Program (NYSHIP) or Change NYSHIP Participation."

Policy Memo 150 establishes a minimum time frame of **six months** for prospective NYSHIP PAs and PEs to submit their application to join NYSHIP. The memo also establishes a requirement that PAs and PEs requesting to make changes to their NYSHIP participation provide a written notification to EBD at least six months prior to the effective date of the change. Refer to the text of the memo for examples of changes to NYSHIP participation and for guidelines for notifying EBD of an upcoming change.

The complete memo can be viewed on the Policy Memo page of HBA Online:  
<https://www.cs.ny.gov/employee-benefits/hba/shared/apps/policymemos/>