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MEMORANDUM

TO: Health Benefits Administrators of New York State Agencies
and Participating Employers
FROM: Employee Benefits Division
SUBJECT: 2025 *M/C Life Insurance Plan* Booklet
DATE: December 17, 2024

An updated *Management/Confidential Life Insurance Plan (M/C Life)* booklet for M/C employees of New York State and select Participating Employers is now available. The *M/C Life* booklet explains the benefit and includes contact and claims information. The January 2025 version replaces the 2019 version. Please recycle any previous versions.

Distribution

The Employee Benefits Division (EBD) handles distribution for you. You do not need to include a copy of the booklet with your new M/C employee materials.

EBD mails to every new M/C employee a booklet with a letter explaining the program and to enroll, they must complete the enclosed forms (Management/Confidential Group Life Insurance Transaction Form and Group Term Life Insurance Beneficiary Designation) and bring them to you, the Health Benefits Administrator. Each time an employee moves into an M/C position, they receive the *M/C Life* package.

Ordering Publications

The *M/C Life* (AL2011) booklet is not included in the M/C Quick Order package. You can order additional copies of *M/C Life* (AL2011) on HBA Online under Publications & Forms.

Publications Available on Our Website: www.cs.ny.gov

Please check our website for new publications. Publications are available under Using Your Benefits.

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 have questions about this memo, please call the HBA helpline at 518-474-2780.