



**NY25-03**

## **MEMORANDUM**

**TO:** New York State Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** 2025 Special Option Transfer Period for PBA-Represented Employees – April 1 Benefit Changes  
**DATE:** January 31, 2025

As a result of the recently ratified contract between the State of New York and the troopers and supervisors of the New York State Police represented by the Police Benevolent Association (PBA), there will be NYSHIP rate changes effective April 1, 2025. As a result, there will be a Special Option Transfer Period during which affected employees may make changes to their NYSHIP coverage.

### **Special Option Transfer Period (March 1–31, 2025)**

Affected employees who wish to make changes to their NYSHIP coverage must complete and sign a [NYSHIP Health Insurance Transaction Form \(PS-404\)](#). Do not process PS-404 forms received after the March 31 deadline.

During the Special Option Transfer Period, affected employees may make changes to their NYSHIP option. Employees may choose The Empire Plan or a NYSHIP-approved Health Maintenance Organization (HMO) serving the area where they live or work. Employees may also request changes that will affect their biweekly premium deduction (e.g., request to change from Family coverage to Individual coverage or cancel coverage altogether). Enrollment in the Opt-Out Program is not permitted during this Special Option Transfer Period.

Employees who request to enroll in NYSHIP coverage or to add a previously eligible dependent to existing coverage are still subject to NYSHIP's late enrollment rules. Refer to the *NYSHIP General Information Book* for NY active employees for more information.

Please note that effective dates of enrollments, cancellations and changes in coverage between two NYSHIP-eligible employees who are married or in a domestic partnership will be coordinated when requested by both employees within the Special Option Transfer Period. HBAs must contact EBD to process such requests.

## Keying Window for Special Option Transfer Period

HBAs will be able to process the following transactions from **March 1, 2025, through April 18, 2025**.

## Processing Transactions on NYBEAS

When processing these transactions, HBAs should use the request date from the chart below to ensure the correct effective date is automatically populated in NYBEAS.

Transaction	Payroll	Enter This Request Date in NYBEAS	Effective Date in NYBEAS
PLN/CHG CCO/OPN CAN/OPN	Admin Lag-Exempt; Admin Lag; Triple Lag	Use date of request on PS-404	03/27/25
CCO/VOL CAN/VOL	Admin Lag-Exempt; Admin Lag; Triple Lag	03/26/25	03/27/25
Coordinating Changes between two State Employees	Admin Lag-Exempt; Admin Lag; Triple Lag	Contact HBA Help Line at 518-474-2780 for assistance	

**Premium changes could be reflected in paychecks as early as March 26, 2025. Delays in processing will result in retroactive deductions or refunds.**

Video tutorials and additional guidance on how to process transactions can be found in the HBA Manual and E-Learning section of HBA Online at: [www.cs.ny.gov/employee-benefits/hba/shared/e-learning/index.cfm](http://www.cs.ny.gov/employee-benefits/hba/shared/e-learning/index.cfm).

Online option changes using MyNYSHIP will **not** be available to enrollees during the Special Option Transfer Period.

If you have questions about this memo, please contact the HBA Help Line at 518-474-2780. To access the HBA Manual and for information regarding the benefit and rate changes affecting these groups, visit HBA Online at [www.cs.ny.gov/employee-benefits/hba](http://www.cs.ny.gov/employee-benefits/hba).