



**PE25-01**

**PA25-01**

## **MEMORANDUM**

**TO:** Health Benefits Administrators of Participating Employers (PEs) and Participating Agencies (PAs)  
**FROM:** Employee Benefits Division  
**SUBJECT:** Revised July 1, 2023, *Empire Plan Certificates* for Participating Employers and Participating Agencies  
**DATE:** January 24, 2025

The updated *Empire Plan Certificates* for active employees and retirees enrolled through Participating Employers and Participating Agencies with changes effective July 1, 2023, are available on the NYSHIP website and will be mailed to enrollee homes.

Amendments detailing changes to The Empire Plan since publication of the 2021 *Empire Plan Certificates* are available on the NYSHIP website and HBA Online. The online amendments have been incorporated into the print versions, which have also been posted online.

### **Distribution**

*Certificates* will be mailed to enrollee homes in January. The file for this mailing was pulled from NYBEAS on January 4, 2025, so anyone whose Empire Plan enrollment becomes effective after that date should be provided a copy.

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

Please check the NYSHIP website for new publications under Using Your Benefits.

### **Ordering Publications**

You may order copies of the group-specific *Certificates* on HBA Online under Publications & Forms. This publication is included in the Quick Order packages, which are only available to order on HBA Online.

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.