

Employee Benefits Division Policy Memorandum

Number: Policy Memo 140

Date Issued: June 29, 2010

Subject: Retroactive Premium Refunds for Participating Agencies

PURPOSE:

Codify the process of refunding retroactive premium to participating agencies.

POLICY:

Retroactive premium refunds to participating agencies will be limited to a maximum period of 6 months, consistent with the NYBEAS transaction processing limit.

Refunds for periods greater than 6 months, up to a maximum period of 3 years, will be permitted only in the following situations:

1. There is a documented retroactive determination of eligibility by a state or federal entity and such determination is reported to the Employee Benefits Division within 60 days of such determination; or
2. Death of an enrollee or dependent.

Requests for consideration of premium refunds in excess of 6 months must be made in writing to the Employee Benefits Division:

NYS Department of Civil Service
Employee Benefits Division
Albany, NY 12239