



STATE OF NEW YORK

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DEPARTMENT OF CIVIL SERVICE
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DANIEL E. WALL
COMMISSIONER

JOHN F. BARR
EXECUTIVE
DEPUTY COMMISSIONER

June 30, 2005

Dear DC-37 IPP Enrollee:

This is to advise you that District Council 37 (DC-37) and the State of New York agreed during the last round of collective bargaining to provide DC-37 represented employees enrolled in the Income Protection Plan (IPP) a one-time only opportunity to voluntarily withdraw from the IPP. As administrator of the IPP, the Department of Civil Service is writing to inform you of the guidelines and timeframe you must follow should you wish to withdraw from the IPP.

This is a one-time only, voluntary election and this opportunity will not be offered again. Therefore, we encourage you to seriously evaluate your own circumstances before submitting a request to withdraw from the DC-37 IPP, since at the close of the application period on August 10, 2005; your request to withdraw becomes irrevocable.

To withdraw from the DC-37 IPP, you must complete, sign and submit an IPP Withdrawal Form to the Division of Housing and Community Renewal (DHCR) Personnel Office, Albany, New York no later than August 10, 2005. DHCR will begin to accept withdrawal applications beginning July 11, 2005. A withdrawal form is enclosed for your convenience. You may also obtain a withdrawal form from the DHCR Personnel Office, Albany, New York.

Your withdrawal form must be fully completed. DHCR will not accept incomplete forms. Your *termination* from the IPP will be effective at midnight on your next sick leave grant date on or after September 15, 2005.

If you do not submit a signed and completed withdrawal form to the DHCR Personnel Office during the withdrawal application period, you will be considered to have decided to remain enrolled in the DC-37 IPP and will not have the opportunity to withdraw again.

For specific details regarding the timeframe for and impact of your withdrawal from the DC-37 IPP, please carefully read the enclosed documents. If you have any questions about the information, contact the DHCR Personnel Office, Albany, New York directly.

Sincerely,

Robert W. DuBois, CEBS
Director
Employee Benefits Division

Enclosures