



Department of Civil Service

ANDREW M. CUOMO
Governor

October 2015

Dear NYSHIP Enrollee:

The New York State Health Insurance Program (NYSHIP) HMO that you are currently enrolled in, **Aetna**, will not be offered as an option under NYSHIP in 2016. As a result, you will need to enroll in either The Empire Plan or any other NYSHIP-approved HMO that serves the area where you live or work.

So that we may get you properly enrolled in your new option, please complete the enclosed *PS-404 Form* and bring it to your Health Benefits Administrator (HBA) no later than December 15, 2015, so that you will have coverage January 1, 2016.

NYSHIP Publications and forms to help you

We are enclosing the *PS-404 Form* and the *2016 NYSHIP Options by County* to help you with this process. We will send you the *Health Insurance Choices for 2016* in late November or early December. The current version of Choices is available online at <https://www.cs.ny.gov/employee-benefits>. *NYSHIP Rates & Deadlines for 2016* for Employees of the State of New York will be mailed to you when rates are approved. They will be posted online as soon as approved.

Notices from Aetna

You may receive additional mailings from Aetna but they will not impact this process.

Materials for your new plan will be sent to you

If you have questions about The Empire Plan, call The Empire Plan toll free at 1-877-769-7447. If you have questions about a NYSHIP HMO, call the HMO directly. The HMO telephone numbers are in Choices or on NYSHIP Online.

The materials you need for your new plan including your new benefit card(s) will be mailed to your home or provided by your HBA.

Enclosures:

- PS-404 Form
- 2016 NYSHIP Options by County

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