

Distribution of Materials & Commonly Used Forms

Materials for Agencies

1. At the time an Agency's resolution to participate in the New York State Health Insurance Program (NYSHIP) is approved, the Employee Benefits Division will forward a supply of the following enrollment materials and descriptive literature, including:
 - a. General Information Book and Empire Plan Certificate (GIB/EP) describing the benefits available under NYSHIP. This booklet also serves as the enrollee's certificate under group contract. No separate certificates are issued.
 - b. Empire Plan Reports – Amendments to GIB/EP Certificate are included.
 - c. Participating Provider Directories.
 - d. The New York State Health Insurance Program (NYSHIP) Manual of Procedures for Participating Agencies.
 - e. Forms:

Form PS-503.1	Health Insurance Transaction Form
Form PS-451	Statement of Disability
Form PS-452	Application for Waiver of Premium
Form PS 452I	Instructions for application of Waiver of Premium
Form PS-516	Health Insurance Transaction Transmittal
Form IRM-302	Information Resource Management (NYBEAS) EBD Online Information Sheet
Form PS-1409	Premium Submission Envelope
Form PS-565	Participating Agency Supply Request
Form PS-457	Statement of Dependence

2. All Forms are available on the New York State Department of Civil Service Website (www.cs.state.ny.us) or by completing and submitting a Supply Request form (PS-565).

Material for Employees

1. Each new employee who is eligible to enroll in NYSHIP must be issued copies of the General Information Book/Empire Plan Certificate and a Health Insurance Transaction form (PS-503.1). It is preferable to have a distribution method that documents the enrollee's receipt of the material; a record of either

first class mail or a signed and dated acknowledgement form should be retained in the enrollee's file.

2. If an employee indicates that he or she does not wish to enroll in the program, they should complete and sign section 10, item C of the PS 503.1 to decline coverage. (See Section 2.6)
3. Following the processing of the employee's enrollment on NYBEAS, the enrollee will receive, within two to three weeks, their health insurance identification cards (one card if individual coverage, two cards if family coverage). They will be mailed directly to the employee's home. (See Section 2.8)