June 2023 Special Option Transfer Period Instructions

As the result of the recently ratified collective bargaining agreement for CSEA and an administrative extension of collectively bargained benefit changes to employees designated Management/Confidential (M/C) executive branch, there will be a Special Option Transfer Period from June 1, 2023 through June 30, 2023.

Forms received after June 30, 2023 will not be accepted.

To change your health insurance plan (insurance carrier):

- Complete items 1-12 on page 1 of the PS-404 form.
- Check "Change NYSHIP Option" under item 16 and write your new plan name and code on page 2.
- Sign and date the Authorization section at the bottom of page 2.
- Mail or deliver the form using the contact information below.
- Forms must be received in the Employee Benefits Office by June 30, 2023.
- SAMPLE Completed PS-404 - Changing health insurance carrier during Option Transfer.

To change from Family to Individual health insurance coverage or cancel your coverage:

- Complete items 1-12 on page 1 of the PS-404 form.
- To change to individual coverage: Check item 15a, Change to Individual, and write Option Transfer next to "Other" in the list below.
- To cancel coverage: Check item 15b and write Option Transfer by "Qualifying Event".
- Sign and date the Authorization section at the bottom of page 2.
- Mail or deliver the form using the contact information below.
- Forms must be received in the Employee Benefits Office by June 30, 2023.
- SAMPLE Completed PS-404 - Changing from family to individual coverage during Option Transfer.
- SAMPLE Completed PS-404 - Cancelling coverage during Option Transfer.

No action is required if you do not wish to make any changes.
There are five health insurance plan choices available to UAlbany employees:

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Plan Code Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Empire Plan</td>
<td>001</td>
</tr>
<tr>
<td>CDPHP HMO</td>
<td>063</td>
</tr>
<tr>
<td>HIP</td>
<td>220</td>
</tr>
<tr>
<td>MVP HMO</td>
<td>060</td>
</tr>
<tr>
<td>Highmark BlueShield of Northeastern NY</td>
<td>069</td>
</tr>
</tbody>
</table>

Insurance information, rates and benefits can be obtained by visiting [www.albany.edu/hr/health.php](http://www.albany.edu/hr/health.php) or [http://www.cs.ny.gov/ebd/](http://www.cs.ny.gov/ebd/).

Forms can be submitted via U.S. or Campus mail or dropped off in person at The Office of Human Resources between 8:00 am and 4:00 pm, Monday through Friday.

Employee Benefits  
Office of Human Resources  
University at Albany  
1400 Washington Ave - UAB 300  
Albany, NY 12222  
Benefits@albany.edu

*Please note that we are unable to accept faxed or emailed documents that contain Social Security Numbers.*