PBANYS July 2021 Special Option Transfer Period Instructions

As the result of the recently ratified collective bargaining agreement for PBANYS, there will be a Special Option Transfer Period from July 1, 2021 through July 31, 2021.

If you wish to change your health insurance plan read the instructions below:

Forms received after July 30, 2021 will not be accepted.

To change your health insurance plan (insurance carrier):

- Complete items 1-11 on page 1 of the PS-404 form.
- Check "Change NYSHIP Option" under item 15 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 July 30, 2021.
- 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 1-11 on page 1 of the PS-404 form.
- To change to individual coverage: Check item 13a, Change to Individual, and write Option Transfer next to "Other" in the list below.
- To cancel coverage: Check item 13b 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 July 30, 2021.
- 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>BlueShield of Northeastern NY HMO</td>
<td>069</td>
</tr>
</tbody>
</table>


Forms can be submitted via U.S. or Campus mail or dropped off in the drop box outside of Human Resources between 8am and 4pm, Monday through Friday.

Employee Benefits  
Office of Human Resources Management  
University at Albany  
1400 Washington Ave - UAB 300  
Albany, NY 12222  
[Benefits@albany.edu](mailto:Benefits@albany.edu)  
Phone: (518) 437-4729

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