



Information Announcement

2023 Special Option Transfer Period

May 17, 2023

The New York State Department of Civil Service (DCS) announced that the New York State Health Insurance Program (NYSHIP) 2023 **Special Option Transfer Period** will run from **June 1, 2023, through June 30, 2023**, due to changes being made to the Empire Plan as of July 1, 2023, as a result of:

- The recently ratified contract between the State and the Civil Service Employees Association (CSEA).
- An administrative extension of the collectively bargained changes to employees designated Management/Confidential (M/C) in the Executive branch, State Legislature and other unrepresented employees.

Eligible employees are in the CSEA and M/C Negotiating Units. Other employees in different negotiating units (e.g., PEF or NYSCOPBA) are not eligible to make changes during this special option transfer period.

DCS is mailing rate change flyers directly to eligible employees. You can find information about the cost changes of various NYSHIP plans on the [NYSHIP July 1, 2023 Rate Changes](#).

During the Special Option Transfer Period your eligible employees can:

- Transfer their health insurance option between NYSHIP plans
- Cancel plans
- Change coverage options (Individual or Family)

Employees *may not* make changes to Pre-tax status or enroll in the NYSHIP Opt-out Program.

Employees of agencies that are BSC Benefits customers who wish to request a change during the Special Option Transfer Period should submit a completed Health Insurance Transaction Form ([PS-404](#)) form by June 30, 2023, to the BSC through one of the following:

Email:

BSCHRFForms@ogs.ny.gov

Fax:

518-457-1879

Mail:

Business Services Center – Human Resources
W. Averell Harriman State Office Campus
1220 Washington Avenue
Building 5, Floor 4
Albany, NY 12226-1900

For questions regarding this communication, please email BSCHR@ogs.ny.gov or call 518-457-4272