



State of New York
Department of Civil Service
Albany, NY 12239

**EMPLOYEE BENEFITS DIVISION
2012 OPT OUT ATTESTATION FORM**

PS 409 12/11

INSTRUCTIONS: READ THE OPT- OUT PROGRAM INFORMATION ON THE FOLLOWING PAGE AND COMPLETE THE INFORMATION ON THIS PAGE. PLEASE PRINT AND CHECK THE APPROPRIATE CHOICES.

EMPLOYEE INFORMATION

Name		Social Security Number		Negotiating Unit	
Street Address			City		State Zip
Date of Birth ____/____/____	Telephone Numbers Home () Work ()			Agency Name and Address	
Marital Status <input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	9. Marital Status Date		
	<input type="checkbox"/> Widowed	<input type="checkbox"/> Separated			

NYSHIP HEALTH BENEFITS OPT-OUT ELECTION

Complete this section if you are newly eligible or currently enrolled in NYSHIP.

Employees must attest below that they are covered under other employer-sponsored health insurance coverage, (Other than the State of New York) to be eligible for the Opt-out Program.

Check one:

- I am electing to opt-out of Individual coverage in exchange for a \$1,000 taxable amount.
- I am electing to opt-out of Family coverage in exchange for a \$3,000 taxable amount (dependent information must be provided when electing Family opt-out).

Alternate employer-sponsored group health insurance information (must be provided)

Name of covered employee _____ Covered employee's Date of Birth _____

Covered employee's SSN _____ Name of covered employee's employer _____

Name and Address of alternate health insurance coverage _____



ATTESTATION

All employees complete this section

I have read the Opt-out Program materials and instructions and I attest to the following:

- I am covered under an alternate employer sponsored health plan and have provided alternate plan information.
- I understand that I must promptly report changes to my status (employment or family) which may change my eligibility during the plan year.
- I understand that during the next annual option transfer period, I must re-elect to opt out or enroll in a NYSHIP benefit option to avoid a NYSHIP late enrollment and experience a gap in coverage.
- I understand that I may choose to opt out of Family coverage *only* if I have NYSHIP eligible dependents.
- I understand that this election is for 2012 only.
- I meet the qualifications to elect the Health Insurance Opt-out Program.

Employee's Signature (**Required**) _____ Signature Date (**Required**) ____/____/____

Employees who can demonstrate and attest to having other employer-sponsored group health insurance may elect to opt out of NYSHIP's Empire Plan or Health Maintenance Organizations. Employees who elect to opt out of NYSHIP will receive \$1,000 for waiving Individual coverage or \$3,000 for waiving Family coverage. This amount will be credited to bi-weekly paychecks as taxable income over the plan year. Unless newly eligible to enroll, employees must be enrolled in NYSHIP Individual or Family coverage prior to April 1st of the previous plan year to be eligible to opt out of that coverage. In order to participate, employees must have other employer-sponsored group health insurance.

There are two times a year when employees may elect to opt out of coverage; as newly eligible for health benefits, and, for currently enrolled employees, during the option transfer period. Only employees who experience a qualifying event will be allowed to withdraw their opt out election and enroll in a health insurance plan mid-year. See instructions below.

INSTRUCTIONS:

Newly eligible employees: Employees may enroll in the Opt-out Program no later than their first date of NYSHIP eligibility. Employees must sign the Opt-out Attestation Form and complete a PS404 Enrollment Form.

Current enrollees: Eligible enrollees may elect the Opt-out Program during the annual Option Transfer Period for an effective date of January 1, 2012. Employees must sign the Opt-out Attestation Form and complete a PS404 Enrollment Form.

During mid-year: Employees who experience a Qualifying Event (QE) must notify their personnel office within thirty (30) days of the QE date in order to enroll in a health insurance plan without a waiting period. Employees must complete a PS404 Enrollment Form.

By signing the Opt-out Attestation, you elect to receive \$3,000 (Family coverage waived), or \$1,000 (Individual coverage waived); this amount will be credited to your bi-weekly paycheck as taxable income over the plan year.

The information you provide on this application is requested in accordance with Section 163 of New York State Civil Service Law for the principal purpose of enabling the Department of Civil Service to process your request concerning health insurance coverage. This information will be used in accordance with Section 96 (1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e) and (f). Failure to provide the information requested may interfere with our ability to comply with your request. This information will be maintained by the Director of the Employee Benefits Division, NYS Department of Civil Service, and Albany, NY 12239. For information concerning the Personal Protection Law, call (518) 457-9375. For information related to the Health Insurance Program, **contact your Agency Health Benefits Administrator**. If, after calling your Agency Health Benefits Administrator, you need more information, please call (518) 457-5754 or 1-800-833-4344 between the hours of 9:00 a.m. and 3:00 p.m.

This form is not valid if it is not signed and submitted along with a completed PS 404.