

-----Original Message-----

From: "Crayton, Dedreia" <DCrayton@ci.syracuse.ny.us>
 To: "spdret@aol.com" <spdret@aol.com>
 Subject: Re-enrollment
 Date: Wed, 1 Dec 2010 14:25:44 +0000

Good Morning,

I want to make this easier for everyone, everyone has to complete this form in order to keep their insurance active.

When completing this form there are a few things that may not apply to retirees see below:

1. Date of hire- you may leave this blank
2. Effective Date- You may leave this blank
3. Union Code- You may leave this blank
4. Union effective date- You may leave this blank
5. Where it says "If yes, complete the following- if you are not employed anywhere else then just put your Medicare info in this section if you have Medicare.
6. If you are married please complete the "spouse" section and send a copy of your marriage license along with this form.
7. If you have any children on your policy we will need a copy of their birth certificates.
8. On the back of the form make sure you sign and date it.

Enjoy your day, any questions please feel free to give me a call.

Dedreia D. Crayton
 City of Syracuse Dept. of Personnel
 City Hall Commons
 201 E. Washington Street Rm 703
 Syracuse, NY 13202
 Phone: (315) 448-8788
 Fax: (315)-448-4745

Faith is taking the first step even when you don't see the whole staircase.

CC: [Redacted]

I got through to City Health Insurance office this morning and spoke with Dedreia Crayton. She lets me that there are no changes planned to our health insurance (at this time). The terms are mostly the same as last year. I guess they have paid some claims for some folks who thought they have been on insurance but don't know if the means active or retired.

She also let me that if you wish to purchase a second policy you must contact the city or town clerk where the policy you wish to buy is. If you are going to buy you need the address P.O. Box 1311 of the CITY HEALTH OFFICE at 448-4745 and let them know.

I have forwarded Dedreia's email explaining some of the info on the forms to the other employees and retirees. So some info is unnecessary.

Mike