

MEMORANDUM

TO: All Eligible Employees
FROM: Kristin Capel-Eden
DATE: October 11, 2023
RE: **HEALTH INSURANCE OPEN ENROLLMENT**

Please be advised that October 11, 2023 through December 1, 2023 has been designated as the open enrollment period for any benefit eligible employee who wishes to enroll in the NYSHIP/Empire Plan provided by the district. This open enrollment period can be utilized by any benefit eligible employee to adjust his/her type of coverage (single or family).

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