

CERTIFYING OFFICER LETTER — September 11, 2015

TO: State Biweekly and Monthly Certifying Officers, Human Resource Directors, and Benefits Administrators

FROM: NJ Division of Pensions and Benefits

SUBJECT: SHBP Open Enrollment for Plan Year 2016

The attached [Certifying Officer Letter](#) has been issued by the Division of Pensions and Benefits to announce the Open Enrollment for State Health Benefits Program (SHBP).

All changes to coverage made during this Open Enrollment period will be effective December 26, 2015 for State biweekly employees and January 1, 2016 for all other employees. Learn more about the new Tiered-network benefits and other SHBP benefits available to you and your employees in the letter and related attachments.

DISTRIBUTION OF THIS LETTER

Certifying Officers should forward this message to their human resources staff, benefit administrators, and any other staff members responsible for the administration of pension benefits for employees.

If you need to review previous e-messages, they are available on the Division's Web site at: <http://www.state.nj.us/treasury/pensions> At the home page, go to "Online Services — Employer Pensions and Benefits Information Connection (EPIC)" and then on the EPIC page select "Archive of E-Messages."

Please note: It is important that the Certifying Officer's e-mail address is kept current with the Employer Pensions and Benefits Information Connection (EPIC) to assure the accurate and timely delivery of this information. Update your information using the Employer Demographics application in EPIC.