

CERTIFYING OFFICER LETTER – October 3, 2016

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

FROM: The New Jersey Division of Pensions and Benefits

SUBJECT: SHBP Open Enrollment for Plan Year 2017

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

All changes to coverage made during this Open Enrollment period will be effective December 24, 2016 for State biweekly employees and January 1, 2017, for all other employees.

Employers should note that Open Enrollment publications are being distributed for Open Enrollment as electronic and online versions only.

Please provide your employees with access to the Adobe PDF publications, or direct them to the Open Enrollment links on the Division of Pensions and Benefits Web site: <http://www.nj.gov/treasury/pensions>

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.