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April 2014

**TO:** Certifying Officers, State and County Colleges and Universities  
**FROM:** Nancy Ronaghan,  
Defined Contribution Plans Manager,   
Division of Pensions and Benefits  
**SUBJECT: Alternate Benefit Program Membership Numbers Now Seven Digits**

The Alternate Benefit Program (ABP) currently provides a six-digit membership number to identify its participants, for example: "9-00000". The Division of Pensions and Benefits has recently determined that ABP membership numbers are nearing the end of the sequence for the six-digit format and an additional digit will be required for future membership numbers; therefore, the current format will be modified from a six-digit number to a seven-digit number.

#### **EMPLOYER RESPONSIBILITY**

Beginning on April 9, 2014, all past and future member numbers for ABP will use the new seven-digit format. Current ABP membership numbers will have a "0" placed after the leading "9-" in order to create a seven-digit number.

Upon implementation, all future communications from ABP participating employers with the Division of Pensions and Benefits must include the seven-digit membership number. This includes the *Covered Lives Report* that is forwarded to the Division of Pensions and Benefits in June that details all ABP participants that are covered by Group Life Insurance.

**Note:** The ABP Enrollment and Inquiry applications via the Employer Pensions and Benefit Information Connection (EPIC) system will be unavailable to employers on Tuesday, April 8, while the system is undergoing maintenance and should be available on Wednesday, April 9.

#### **FOR ADDITIONAL INFORMATION**

For additional information, please contact the Division of Pensions and Benefits' Office of Client Services at (609) 292-7524 or by e-mail at [pensions.nj@treas.state.nj.us](mailto:pensions.nj@treas.state.nj.us)