October 11, 2017

Fall 2017 Health Benefits Transfer Period

Dear Faculty and Staff,

The New York City Health Benefits Program (NYCHBP) Fall 2017 Transfer Period is currently in progress and will run through Tuesday, Oct. 31. This is your once-a-year opportunity to review your current health and prescription drug options to determine which plans best meet your needs and to submit any changes. The changes requested during the Transfer Period will be effective the first day of the first full payroll period in January 2018.

The following changes are permitted during the Fall 2017 Transfer Period:

- Transfer from your current New York City Health Plan into another city health plan for which you are eligible by completing the Health Benefits Application Form.
- Add or drop the optional rider coverage in your current health plan by completing the Health Benefits Application Form.
- Add or drop a dependent(s) by completing the Health Benefits Application Form. A complete list of all the dependent eligibility documentation requirements can be found here.
- Transfer in or out of the Buy-Out Waiver Program by completing both the Health Benefits Application Form and the 2018 Medical Spending Conversion (MSC) Health Benefits Buy-Out Waiver Program Form.
- Change your health premium contribution tax status by completing the 2018 Medical Spending Conversion (MSC) Form.

PSC-CUNY Welfare Fund Supplemental Benefits
If you are covered under the PSC-CUNY Welfare Fund, you are permitted to make changes to your Dental Plan during this transfer period. Adjuncts, please use this form.

**DC-37 Health and Security Fund Benefits**
You may enroll in the Health and Security Plan Benefits if you are a DC-37 Fund-covered member at any time by completing the [DC-37 Enrollment Form](#) and submitting it to the address indicated on the form. Please contact the Health and Security Fund directly at 212-815-1234 for more information on these plans.

**Other Locals**
Members of other locals should contact their benefit representatives directly for information on their supplemental benefits.

**Plan Information: Links and Forms**
The enrollment forms can be obtained via the links below:
- Baruch College Office of Human Resources (OHR)
- Office of Labor Relations (OLR)
- PSC-CUNY Welfare Fund
- DC-37 Health and Security Plan Benefits

**Note:** If you are currently enrolled and do not wish to make any changes to your current elections, you do NOT need to do anything at this time. You will continue to remain covered under your current health plan, provided that you continue to meet the eligibility criteria.

**Special Circumstances**
**Late Transfer Period Applications**
If you are unable to submit a Health Benefits Application during the Transfer Period due to a prolonged absence—including a vacation of more than 30 days—you may do so within 31 days of returning to work. Please note that if an application is submitted after the Transfer Period the effective date will be the first day of the next payroll period. Once an application is submitted, it cannot be withdrawn or altered.

**Midyear Changes**
If you experience a qualifying change in status (e.g., birth, marriage, divorce, loss of other coverage) any time during the 2018 Plan Year, you must notify the Office of
Human Resources within 30 days of the event to make changes to your benefits election.

**Patient Protection / 90-Day Wait**
Please be reminded that as of July 1, 2014, for those employees in titles/status subject to a 90-day wait, coverage will begin on the 91st day. Previously, coverage began on the first day of the first pay period following the 90th day.

We hope you take this time to review your current health options to determine which best meet your needs. Please contact the Benefits Department at 646-660-6607 or 646-660-6598 should you have any specific questions.

Regards,

Sabina Richards
Deputy Director, Office of Human Resources