HOW TO REQUEST BENEFITS FOR ADJUNCT HEALTH COVERAGE (6/03)

For information regarding eligibility, please see the Personnel Director at your college. If you are teaching at more than one college, the Personnel Officer at each school has to certify your eligibility.

For information regarding coverage and benefits, please call the PSC-CUNY Welfare Fund (212) 354-5230, extension 29.

If you are purchasing family coverage, please enclose a check payable to PSC-CUNY Welfare Fund for the correct amount for the first quarter's premium of

- $1,599.21 (HMO)
- $2,396.49 (EPO: NJ and Connecticut residents)

Incomplete applications will not be processed and will have to be returned to you. If you have a spouse or domestic partner and all requested information is not supplied, the application will be returned to you.

Eligibility:

To be eligible for this benefit, the adjunct must be paid with tax-levy money (not Research Foundation and not grant monies) and must meet the following requirements:

- Teaching Adjunct -- Teaching six or more hours (or the equivalent) at any CUNY college in the semester of proposed coverage and who have taught at any CUNY college in the two semesters immediately preceding the semester of coverage. Summer sessions are excluded for purposes of determining eligibility.

- Non-teaching Adjunct -- Working ten or more hours per week in the semester of proposed coverage and who have worked at least ten or more hours per week at any CUNY college in the two semesters immediately preceding the semester of coverage. Summer sessions are excluded for purposes of eligibility.

Health Coverage -- Coverage shall be provided to an eligible adjunct who is not covered by other primary health care insurance provided by or through another source and who is teaching the required number of hours in the current semester. If you are working for another employer who is paying for your health insurance or you are covered by your spouse=s health coverage and that health coverage is paid for by your spouse=s employer, you may not also receive health coverage from the Welfare Fund.

Loss of Health Coverage -- Once an adjunct has satisfied the eligibility requirements for benefits, those benefits will continue as long as the adjunct works the required number of hours (six teaching, 10 non-teaching each week). Health Coverage will not be available to those adjuncts who are working less than six hours teaching or ten hours non-teaching each week.

Loss of Eligibility -- Although an eligible adjunct who does not teach six hours or work ten non-teaching hours loses present health coverage for that semester, he or she retains eligibility for future benefits until in any two semesters in a three-year period the adjunct is employed in only one semester of the year at CUNY. In such a case, the adjunct must re-establish eligibility.

COBRA -- A participant may continue Empire Health Choice coverage through private payment under the provision of COBRA when Welfare Fund coverage ceases.

If you are purchasing insurance privately, or are named on another person=s policy, do not cancel coverage until you have received official notification of coverage from the PSC-CUNY Welfare Fund.