



DATE: October 26, 2012

TO: Full-Time Employees and Eligible College Assistants

FROM: Manuela Alongi
Acting Director of Human Resources

SUBJECT: **Open Enrollment/Transfer Period for Health Plans, Flexible Spending Accounts and the Health Benefits Buyout Waiver Program**

The 2012 Open Enrollment/Transfer Period schedule is as follows:

<u>Benefit Plans</u>	<u>Open Enrollment Transfer Period</u>	<u>Effective Date</u>	<u>Form(s) Needed</u>
Health Plans	11/01/12 -11/30/12	1/10/2013	ERB/Data Sheet-PSC
Flexible Spending Accounts	9/24/12 -11/23/12	1/1/2013	Application
Health Benefits Buyout Waiver Program	9/24/12 -11/23/12	1/1/2013	ERB/ Application

During this period, employees may transfer into any health plan that they may be eligible for and make qualifying changes to coverage. All forms must be completed and returned to Human Resources, in Building 1A- Room 204 no later than the last day of the period indicated above. **Applications submitted after the indicated deadlines will not be accepted.**

In order to assist you with understanding the Open Enrollment/Transfer Period, Human Resources staff will be available to answer your questions and guide you through the process. We have scheduled the following dates and times for you to meet with Human Resources staff in Building 1A, Room 204:

Please contact Human Resources for an appointment at 718-982-2379.

<u>DATE</u>	<u>TIME</u>
Thursday, November 1	9:30 – 11:30
Monday, November 5	2:30 – 4:30
Wednesday, November 7	2:30 – 4:30
Tuesday, November 13	9:30 – 11:30

Thursday, November 15	2:30 – 4:30
Monday, November 19	9:30 – 11:30
Wednesday, November 21	2:30 - 4:30
Monday, November 26	9:30- 11:30
Wednesday, November 28	2:30 – 4:30
Friday, November 30	9:30-11:30

Health Plans

During the open enrollment/transfer period for health plans, you may:

- transfer to another health plan;
- add or drop an optional rider;
- add or drop dependents, **this is the only time that you can make changes in your dependents status without a qualifying event;**
- elect to waive your health coverage; or
- change your health premium tax status.

Health benefit applications and information about the health plans are available in Human Resources. You may also download the application at www.nyc.gov/olr. Information on the health plans can be found at www.nyc.gov/olr and the rate sheet can be found at www.nyc.gov/olr. **The completed application, along with marriage and birth certificates for dependent children (if applicable), should be returned to Human Resources.**

Changes to your health plan will become effective January 1, 2013. Please review your January 24, 2013 pay stub to make certain the changes you elected are reflected. Please keep in mind that during the year rate changes may occur in some health plans.

Flexible Spending Accounts

Flexible spending accounts give you the opportunity to put aside money on a pre-tax basis to pay for the Dependent Care Assistant Program (DeCAP) and the Health Care Flexible Spending Account (HCFSA).

DeCAP provides you the opportunity to use tax-free dollars to pay for expenses to care for your dependents. HCFSA helps you pay for health-related expenses not covered by your health, dental or vision care insurance.

Information and application forms are available in Human Resources. You may also download information and enrollment applications at www.nyc.gov/olr. Employees currently enrolled in these plans will receive enrollment materials from the City of New York's Pre-Tax Benefits Office. Each year you **must** re-enroll. **Deductions will be reflected in the January 24, 2013 paycheck. Please review your pay stub to make certain deductions are correct.**

Health Benefits Buy-Out Waiver Program

The Health Benefits Buy-Out Waiver Program allows eligible employees to waive their health benefits and receive a cash incentive of \$500 for individual coverage and \$1000 for family coverage, per calendar year, paid in two installments covering the following dates, January 1-June 30 and July 1-December 31.

Application forms are available in Human Resources. You may also download the two applications at www.nyc.gov/olr. The two completed applications, along with proof of insurance, marriage and birth certificates for dependent children (if applicable) should be returned to Human Resources with the application.

Full-Time, tax-levy employees are eligible for the above plans. College Assistants are eligible for the above plans if they have worked for the College for at least 90 days, worked at least 20 hours per week in those 90 days, and have an appointment of at least six months or more and continue to work 20 hours per week with six months appointments.

Delta Dental – Transfer Coverage from Delta to Guardian

The open enrollment period will commence 11/01/12 through 11/30/12 effective 1/24/2013. If you wish to either add or drop coverage you will need to complete an enrollment form.

If you require additional information please call Val Lavaud at 718-982-2371.