

DATE: October 11, 2022

TO: Full-Time Employees, Eligible Adjuncts and College Assistants

FROM: Manuela Alongi, Deputy Director

SUBJECT: **Open Enrollment/Transfer Period for Health Plans**

The Fall 2022 Health Insurance Transfer Period (Open Enrollment) will take place from **November 1, 2022 – November 30, 2022** with an effective date of **January 1, 2023**. 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 dependent's status without a qualifying event;**
- elect to waive your health coverage; or change your health premium tax status for MSC Premium.

Open Enrollment Virtual Seminars:

Open Enrollment presentation this year will be held during the week of October 11th to 14th, 2022 virtually. These presentation(s) will be hosted by CUNY's insurance carriers, the PSC CUNY Welfare fund and benefits vendors. Please [click here](#) to visit the **University Benefits Office website** for dates and times of these virtual presentations.

The health benefits application along with information about the health plans, are available on the NYC Office of Labor Relations (OLR) website:

- **Rates for Health Insurance** [Click here](#) (these rates are effective 10/01/2022)
- **Summary of Benefits and Coverage for each plan:** [Click here](#)
- **Health Benefits Application:** [click here](#).

Any changes that you make to your health plan will become effective January 1, 2023. Please review your January 12, 2023 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.

Health Plan Coverage for Employees Hired on or After October 1, 2022:

City of New York employees, and employees of Participating Employers, hired on or after October 1, 2022, and their eligible dependents, will only be eligible to enroll in the Emblem Health HIP HMO Preferred Plan, and must remain in the HIP HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment, the employee will have the option of either remaining in the HIP HMO Preferred Plan or selecting a different health plan within 30 days before the end of the 365-day period. If a new health plan is selected, the new plan will be effective on the 366th day.

Only after the 365th day can the employee participate in any Annual Fall Transfer Period.

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 **\$1,000** for family coverage, per calendar year, paid in two installments covering the following dates, January 1 - June 30 and July 1 - December 31. Annual incentive payments will be taxable to the recipient. To enroll or withdraw you will need to complete 1) a health benefits application and 2) a buyout waiver application:

- **Health Benefits Application:** [click here](#)
- **Buy-Out Waiver Application:** [click here](#)
- For a list of **Dependent Eligibility Required Documents** [click here](#).

Eligibility

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.

Adjunct health insurance is available to adjuncts employed by CUNY (excluding the Research Foundation or work through grant-support) who meet the following three criteria:

1. Are **not covered by or eligible to be covered by other basic health insurance** by virtue of employment of self or spouse or through government entitlement.
2. Have fulfilled the **continuity requirement**.
3. Fulfill the **current hours requirement**.

For more information on these three (3) eligibility requirements [click here](#)

PSC WF Dental – Transfer from Delta to Guardian or Guardian to Delta (Instructional Staff covered by PSC Welfare Fund).

The open enrollment period is from **November 1, 2022 – November 30, 2022** with an effective date of **January 1, 2023**. You may change your dental plan or you can add or drop dependents. You will need to complete a change of status form which you will find by [clicking here](#).

Options for submitting completed health forms, buyout waiver forms or PSC forms:

- 1) Drop completed forms off to Human Resources, 1A-201 Monday to Friday between 9 AM and 5 PM. If dropping off the paperwork to 1A-201 in person please [click here](#) for information on campus access requirements.
- 2) Or you can email forms along with supporting documentation for dependents, (if applicable) to anne.alarcon@csi.cuny.edu **no later than November 30, 2022**.

- For a list of **Dependent Eligibility Required Documents** [click here](#).
 - If emailing, forms should be password protected and in pdf format.
 - Please do not submit Jpeg or PNG images.
- 3) Or you can use CUNYFirst Self-Service. Please see step-by-step guide by clicking [Secure Document Upload](#)

If you require additional information before submitting completed forms , please contact Anne Alarcon, Benefits Manager via email at anne.alarcon@csi.cuny.edu or you can set up an appointment for this purpose at <https://calendly.com/anne-alarcon/open-enrollment-2022> . Dates and times are below:

| DATE | TIME |
|-----------------------------|---------------------|
| Monday, October 31, 2022 | 11:00 AM to 1:00 PM |
| Tuesday, November 1, 2022 | 12:00 PM to 2:00 PM |
| Wednesday, November 2, 2022 | 3:00 PM to 5:00 PM |
| Thursday, November 3, 2022 | 3:00 PM to 5:00 PM |
| Monday, November 7, 2022 | 11:00 AM to 1:00 PM |
| Tuesday, November 8, 2022 | 12:00 PM to 2:00 PM |
| Wednesday, November 9, 2022 | 3:00 PM to 5:00 PM |
| Thursday, November 10, 2022 | 3:00 PM to 5:00 PM |
| Monday, November 14, 2022 | 11:00 AM to 1:00 PM |
| Tuesday, November 15, 2022 | 12:00 PM to 2:00 PM |
| Thursday, November 17, 2022 | 3:00 PM to 5:00 PM |
| Monday, November 21, 2022 | 11:00 AM to 1:00 PM |
| Tuesday, November 22, 2022 | 12:00 PM to 2:00 PM |
| Monday, November 28, 2022 | 11:00 AM to 1:00 PM |
| Tuesday, November 29, 2022 | 12:00 PM to 2:00 PM |