



New York City Office of Labor Relations
Health Benefits Program
nyc.gov/olr



Annual Transfer Period – Fall 2016

The Fall 2016 Health Benefits Program Transfer Period begins **October 11, 2016** and ends **November 11, 2016**. Health plan changes requested during the Transfer Period will be effective the first day of your first full payroll period in **January 2017**.

During the Annual Transfer Period, employees may transfer into any health plan listed below for which they are eligible, add or drop the Optional Rider or add or drop dependent(s). To make changes, complete a Health Benefits Application. To obtain an application, contact one of the following offices: NYCAPS Central (212.487.0500) for employees of NYCAPS centralized agencies, HR Connect for employees of the Department of Education, or your agency Health Benefits or Personnel Office. An application is also available on our Web site at nyc.gov/olr. Employees with access to employee self-service may participate in some transfer period activities on-line. Forms or self-service election must be submitted no later than November 11, 2016.

The Annual Transfer Period is your only opportunity to make changes. Please use this time to review your health care and prescription drug needs. Visit the Summary Program Description (SPD) at nyc.gov/olr for plan summaries. For more information about health plans, see the list of phone numbers and Web sites below. Contact your union welfare fund about other benefits available to you. If your union welfare fund provides benefits similar to some of those listed in the Optional Rider for your plan, those specific benefits will not be available through that Optional Rider (in certain plans) and payroll deductions will be reduced accordingly. If your health plan's Optional Rider consists only of a prescription drug plan and your welfare fund provides this benefit, your deductions will not be adjusted if you elect the rider.

To elect the Medical Spending Conversion (MSC) Buy-Out Waiver Program or change health premium contribution tax status, you must fill out both a Health Benefits Application and a MSC Buy-Out Enrollment/Change Form or MSC Premium Conversion Form. For information about how to obtain forms, contact NYCAPS Central (212.487.0500) or your agency Health Benefits or Personnel office. Forms must be submitted by, or postmarked no later than, October 31, 2016.

Under the Buy-Out Waiver Program, incentive payments are issued in exchange for waiving City of New York health benefits if you are enrolled in a non-City group health plan and meet all eligibility requirements. As of January 1, 2017, incentive payments will be changed for new enrollees, as well as current participants, to \$500 for individual/domestic partner and \$1,000 for family. Plan Year 2016 participants who are currently enrolled will be automatically enrolled for Plan Year 2017 and will receive these changed payment amounts.

Each health plan has prepared a Summary of Benefits and Coverage (SBC) as required by the Affordable Care Act. To review the SBC of a particular plan please visit the Health Benefits Program website or contact the health plan directly.

Health Maintenance Organizations

CIGNA HealthCare	(888) 992-4462	cigna.com
Empire HMO	(800) 767-8672	empireblue.com/nyc
GHI HMO	(877) 244-4466	emblemhealth.com
HIP PRIME HMO	(800) 447-6929	emblemhealth.com
MetroPlus Gold	(800) 303-9626	metroplus.org
Vytra Health Plans	(800) 447-8255	vytra.com

**Point of Service, Exclusive Provider
Organization, and Participating Provider
Organizations/Indemnity Plans**

Aetna EPO	(800) 445-8742	aetna.com
DC37 Med- (DC37 members only)	(212) 501-4444	emblemhealth.com
Empire EPO	(800) 767-8672	empireblue.com/nyc
GHI-CBP/Empire BlueCross BlueShield Group Health Incorporated:	(212) 501-4444	emblemhealth.com
Empire BlueCross BlueShield:	(800) 433-9592	empireblue.com/nyc
HIP Prime POS	(800) 447-6929	emblemhealth.com