

Certifying Signature:

Health Benefits Program Application/Change Form

www.nyc.gov/olr

Employees Return Form to:

Retirees (212) 513-0470 For Domestic Partner Changes - Return Form to:

Health Benefits Program 40 Rector Street - 3rd Fl. New York, NY 10006 Attn: Domestic Partner Unit

Health Benefits Program 40 Rector Street - 3rd Fl. New York, NY 10006 FAX: (212) 306-7756 Your Agency's Payroll or Personnel Office

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Applicant MUST check one: □ EMPLOYEE □ RETURN TO RETIREMENT (Check this box if you were previously retired) □ LINE OF DUTY SURVIVOR																	
REASON(S) F	OR SUB	MISSION	(Chec	k one or	more b	oxes. E	nter chanç	ge da	te, if appı	opriate)							
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Date:

Telephone Number:

Instructions for Completing a Health Benefits Application/Change Form

Section A: If you are a NEW retiree, you should only select from the following: Retirement, Disability Retirement, Accident Disability Retirement or Waive Benefits.

If you are already covered as a retiree, you should only select from the following: Drop/Add Optional Benefits, Waive Benefits (if you wish to cancel your City coverage) and Reinstatement (if you are requesting to reinstate your City coverage after having previously waived coverage).

Section B: Check Spouse/Domestic Partner Information (Add/Drop) if you are adding or dropping a spouse/domestic partner.

If your spouse/domestic partner is deceased, you must attach a copy of the death certificate. If you are dropping your spouse as a result of a divorce, you must attach a copy of the divorce decree.

If you are adding a spouse, domestic partner or dependent child(ren) please refer to the SPD or the Dependent Eligibility Required Documentation instructions on our Web site, at nyc.gov/hbp, for a list of all dependent eligibility documentation requirements for health benefits coverage for dependents.

Check Dependent Child(ren) Add or Drop if you are adding or dropping a dependent child. If you are adding a dependent child, you must attach a copy of either the birth certificate, or documents proving guardianship or adoption.

If changing your name, please indicate your former name and provide documentation of name change.

Section C: Check Transfer Period if the change you are requesting (such as Adding Optional Benefits or Changing Plans) is being made during a Transfer Period.

Check Permanent Move Into/Out of Health Plan Area if you are requesting to change plans as a result of either moving out of the service area of your current plan, or if you are moving into the service area of another plan.

Check Retiree Once in a Lifetime if you are requesting to change plans or add optional benefits anytime other than a transfer period.

Section D: If you are enrolled in Medicare Parts A & B, you must attach a photocopy of your Medicare card.

Section E: If you are married or have a domestic partner, this section must be completed only if you are covering your spouse/domestic partner.

If your spouse/domestic partner is enrolled in health plan other than your City coverage or Medicare, you must indicate so.

If your spouse/domestic partner is enrolled in Medicare Parts A & B, you must attach a photocopy of his/her Medicare card.

Section F: List ALL eligible dependent children to be covered. If a dependent child is permanently disabled, and on Medicare, you must attach a photocopy of his/her Medicare card. (CUNY ADJUNCT EMPLOYEES: City rates apply for Individual coverage ONLY. Contact your Benefits Office for information about additional cost for Family coverage.)

Section G: Write the complete name of your current health plan or the plan you are selecting (see back of sheet). If you do not make an optional rider selection, you will be given basic coverage only.

Section H: This section is for employees only who wish to participate in the Buy-Out Waiver Program. Remember to date your form. Retirees, Line of Duty Survivors and CUNY Adjunct employees are not eligible for the Buy-Out Wavier Program.

Section I: Your signature is required in this section to enroll or effect the changes requested on this Application/Change Form.

Section J: If you are a NEW retiree (even if you are waiving City coverage), your payroll/personnel office must complete this section.

See top, right-hand corner of reverse side for instructions on submitting this Application/Change Form. Retain a copy for your records.

Health Plans Available to Employees, Non-Medicare Retirees and their Dependents

Aetna EPO
Cigna HealthCare
DC 37 Med-Team (DC 37 members only)
Empire EPO
Empire HMO
GHI-CBP/Empire BlueCross BlueShield
GHI HMO
HIP Prime HMO
HIP Prime POS
MetroPlus Gold
Vytra Health Plans

RESTRICTIONS: Some health plans are only available in certain states and counties. Please check the Summary Program Description booklet at www.nyc.gov/olr or call the health plans directly.

Health Plans Available to Medicare-Eligible Retirees and their Dependents

Aetna Medicare PPO ESA Plan*
AvMed Medicare HMO* (Florida only)
Cigna HealthSpring Preferred with Rx (HMO)* (Arizona only)
DC 37 Med-Team Senior Plan (DC 37 Members Only)
Elderplan*
Empire Medicare Related Coverage
Empire MediBlue HMO*
GHI/Empire BlueCross BlueShield Senior Care
GHI HMO Medicare Senior Supplement
HIP VIP Premier (HMO) Medicare Plan*
Humana Gold Plus (certain counties in Florida)*
UnitedHealthcare Group Medicare Advantage Plan*

RESTRICTIONS: Some health plans are only available in certain states and counties. Please check the Summary Program Description booklet at www.nyc.gov/olr or call the health plans directly.

* Medicare eligible retirees who wish to enroll in these plans must enroll DIRECTLY with the health plan. Please verify with the health plan of your choice whether or not you reside in its service area. Do not use this form for enrollment in these plans.



Adjunct Health Insurance Certification Form

Please see reverse side for instructions University Benefits Office City University of New York 555 West 57th Street - 11th Floor New York, NY 10019

CUNYfirst Empl ID:	Semester:	20
Employee		
Last Name:	First Name:	
Street Address:		
	State: Zip Code:	
<u> </u>	If you are married, you must provide in	nformation on your spouse,
Marrital Status: Single Married/Domestic Partner	regardless of whether you ele	ect family coverage.
CUNY Email Address:	Personal Email Address:	
Day Phone Number:	Home Phone Number:	
Eligibility Qualifications		
College # 1:	☐ Teaching ☐ Non Teaching	
College Department		Hours Benefit Officer Initials
College # 2:	☐ Teaching ☐ Non Teaching	
College Department		Hours Benefit Officer Initials
Spouse/Domestic Partner Information	[
Legal Relationship Spouse Domestic Partner	If you are married, you must provide in regardless of whether you ele	
Last Name:	First Name:	
Spouse's Employer:		
Spouse's Health Insurance:		
Attestation: I hereby attest that I have met the current Procedures. I further certify that I am not covered by no including but not limited to other employment, my spo Program (NYSHIP). A certification must be submitted to Health Insurance coverage. Furthermore, I understand fall below the required semester hours, as I will no long healthcare costs incurred, unless I elect benefit continuing payments through my bank account for health insurance it is my responsibility to notify my current college Bene	or eligible for other primary health i use/domestic partner's employmen o the University every semester in or that it is my responsibility to contact ger be eligible for health insurance collation at my own expense under COlloce coverage if applicable. I understan	nsurance from any other source, it or the New York State Health Insurance rder to maintain my eligibility for Adjunct my college Benefits Office if my hour coverage and will be responsible for all BRA. I understand that I will make recund that if I go to a different school,
(Employee Signature)		(Date)
	its Officer Verification	
I hereby attest that the two-semester requirement has Bargaining Agreement and that the hours and employn		ll l
The University Benefits Office at the current school, sha which will impact eligibility for health insurance.		ll i
Benefits Officer	College 1	Date
Benefits Officer	College 2	Date

Adjunct Health Insurance Certification Form Instructions

The Adjunct Health Insurance Certification Form is required for processing your new health insurance coverage with the New York City Health Benefits Program. Please complete this form and submit to your college Benefits Officer, along with the Domestic Partner registration information or your Marriage/Civil Union Certificate, if applicable. (Please note: These documents are required for submission whether or not you intend to add your spouse/domestic partner to your coverage.)

- 1. Fill in your CUNYfirst Empl ID and Semester/Year for which you are applying for benefits.
- 2 Complete all fields within the "Employee" section with all appropriate information.
- 3. In the "Eligibility Qualification" section, your college Benefits Officer will certify the amount of teaching or non-teaching hours you work per week and initial in the space provided. PLEASE NOTE: If you are working at more than one campus to meet eligibility requirements, you must have the Benefits Officer from each college complete this section.
- 4. If you are married or have a domestic partner, the "Spouse/Domestic Partner" section must be completed whether or not you intend to add your spouse/domestic partner to your coverage. If your spouse/domestic partner is enrolled in a health plan other than your New York City Health Benefits Program coverage, you must indicate this information.
- 5. Please read the "Attestation" statement and sign your full name and date in the spaces provided.
- 6. The last section of this document is to be completed by the college Benefits Officer(s) who signs the "Eligibility Qualification" section. The last college Benefits Officer to sign the form, will forward this form and all other required enrollment paperwork to the University Benefits Officer.

Along with this form, please include your Domestic Partner registration information or Marriage/Civil Union Certificate if applicable. Please also submit your Employee Health Benefits Application, Adjunct Recurring Payment Election Form (if applicable), Adjunct PSC-CUNY Enrollment Form, HIPAA Certificate and all other supporting documentation (i.e., Age 26 Young Adult Paperwork, Birth Certificate(s) for child(ren), etc.) to the last college Benefits Officer who signs this form.



Adjunct Enrollment Form

PSC-CUNY Welfare Fund 61 Broadway, 15th Floor New York, NY 10006

Office: 212-354-5230 Fax: 212-354-5363 Website: <u>www.psccunywf.org</u>

Required	A copy of your NYC Health Benefits Application is required and/or WF Domestic Partner form if Applicable.							
Re	Dependent information will be obtained from your NYC Health Application unless you indicate otherwise.							
	NYSUT ID:		NYS ID (State Colleges):					
ber	Social Security :		Date of Birth: / /					
	First Name:		Last Name:					
Member	Address:							
	City:		State:	Zipcode:				
	Marital Status: ☐ S ☐ M ☐ DP		Gender: ☐ F ☐ M					
	Primary Telephone: ()		Primary Email:					
tal	For more information visit: www.psccunywf.org Guardian	Plan		Basic Rider Waived Stipend				
Dental	*Delta will assign you a Dentist. To	Health Plan						
	DeltaCare USA change it, call Delta or go Online.	Ι						
Member	I hereby certify that all of my personal information preser	nted he	re is true and accurate.					
Ž	Signature		Date					
	I hereby certify to the best of my knowledge that the inforverify eligibility for benefits under the PSC-CUNY Welfare		presented here is accurate, con	nplete and sufficient to				
			Effective Date of Coverage	:				
3e			Effective Date of Hire:					
College			Earliest CUNY Hire Date:					
	HR Signature - College 1 Print Name			Date				
	HR Signature - College 2 Print Name			Date				
[PSC-CI	JNY Welfare Fund Use Only]		[Alpha]					
	Date Received Authorization		Initials	Date				



Adjunct Health Insurance Verification Form

University Benefits Office City University of New York 555 West 57th Street - 11th Floor New York, NY 10019

646-664-3401 Office, 646-664-3418 Facsimile, <u>universitybenefitsadjuncts@cuny.edu</u>

Employee			
Last Name:	First Name:		
StreetAddress:			_
City:State:	Zip Code:		
Marital Status: ☐Single ☐Marrie	ed Domestic Partner (circle <u>o</u>	<u>ne</u> only)	
CUNY Email Address:	Personal Email Address	:	
Day Phone Number:			
College # 1 <u>:</u> De	partment:Non Teaching]	
College # 2 <u>:</u>	partment:Non Teaching)	
CUNYfirst Empl ID:	Semester:	20	
	·	=	maintain eligibility for Adjunct Health entifying your eligibility please sign and
I do not have access to not limited to other employment State Health Insurance Program (t, my spouse/domestic partne	•	from any other source, including but dicare (Part B) or the New York
I am now enrolled and covother employment, my spouse/d (NYSHIP). My coverage is effective	lomestic partner's employme	nt or the New York Sta	her source, including but not limited to ate Health Insurance Program
understand that it is my responsi insurance coverage and will be re	ibility to contact my college B esponsible for all medical exp my own expense under COBF	enefits Officer if, I will enses incurred. In the RA. I understand that i	event that coverage terminates I may f I begin employment at a different
	(Employee Signature)	(Date)	



Adjunct Recurring Payment Election Form

Please see reverse side for instructions

University Benefits Office City University of New York 555 West 57th Street - 11th Floor New York, NY 10019

CUNYfirst Empl ID:		
Full Name:(Your Name as it appears on Bank S	College 1:	
Personal Email:		
Banking Institution:	Rout	ing Number:
Checking Account (Attach Voided Check) Savings Account (Bank Signature Required)		
For savings accounts, and checking acc As a representative of the above named fin that payments can be remitted from the acc	counts without a voided check: ancial institution, I certify that this	
(Bank Rep's Printed Name)	(Bank Rep's Signature)	(Bank Rep's Telephone Number)
holder(s) for the account listed, if any, must Employee Signature: Joint Account Holder:		Date:
Joint Account Holder:		Date:
By signing below, I certify that I permit the Cabove mentioned account to cover the expendigurated Health Insurance Rate Sheet. I fully a monthly basis on the first business day of the next possible administratively feasible dassociated with transactions due to insufficifrom my account due to future changes in echanges, changes to my insurance made border to keep my health insurance current. I,	City University of New York to elegenses of my health insurance prey understand that the funds will be the month preceding the period late. I understand and agree that ient funds in my account. I author expenses, including but not limitery me during the open enrollment	ectronically withdraw funds from the miums, if any, based on the e deducted from my account on of coverage for which I am paying or I am responsible for any fees rize the modification of deductions d to premium rate and administrative fee period, and family status changes, in
(Employee Signatur	re)	(Date)



Adjunct Family Enrollment Supplement PSC-CUNY Welfare Fund

61 Broadway, 15th Floor New York, NY 10006

Phone (212) 354-5230 Fax (212) 354-5363

A copy of your NYC Health Benefits Enrollment Form must be attached.

A copy of your PSCCUNY Welfare Fund Enrollment Form must be attached.

Enrollment in Family Coverage through NYC Health Benefits is Required

Enrollee			NY State / NY City ID #			
Last Name		First Name				
Social Security Number		_				
	<u>Name</u>	Male Female	Social Security Number	Date of Birth		
Spouse / Domestic Partner						
Dependent Child						
Dependent Child						
Dependent Child						
Dependent Child						
Dependent Child						
I hereby certify that all informat	tion I have provided on this Enrollment I	Form is true and accura	nte.			
I further agree to pay the poste	ed premium for family coverage to the P	SC-CUNY Welfare Fun	Effective Rate 7/1/	2016 \$190.75 / mo.		
Member Signature			Date			
[College HR Office Use Only]						
The individual named herein is eligible for family coverage under the PSC-CUNY Welfare Fund and All required documents have been presented to authorize coverage of individuals listed herein.						
Signature	Name	Title/	/ Campus	Date Signed		
[PSC-CUNY Welfare Fund U	se Only]			authorization		

Adjunct Recurring Payment Election Form Instructions

This form should be completed by eligible Adjunct faculty members who are enrolling in a health plan for which premiums are required to be paid. This form, along with all the other required documents and forms to enroll in the New York City Health Benefits Program and the PSC/CUNY Welfare Fund Supplemental Benefits must be completed and submitted to your college Benefits Officer. If you are electing to have funds deducted from your checking account, you will need to include a voided check with this form. If you are electing to have funds deducted from your savings account, or a checking account for which you do not have a voided check, you are required to obtain a bank representative's signature in the space provided on this form. Please carefully follow the instructions below to complete this form.

- 1. Enter your CUNYfirst Empl ID and the Semester/Year for which you are applying for benefits in the spaces provided at the top of the form.
- 2. Enter your full name as it appears on your bank statements in the space provided for "Full Name".
- 3. Enter the name of the college(s) at which you are employed in the space(s) provided.
- 4. Enter your personal email address in the space provided.
- 5. Enter the name of your bank in the space provided for "Banking Institution".
- 6. Enter the nine digit Routing Number for your bank as it appears at the bottom of your personal checks or savings account deposit slips.
- 7. Fill in the radio button that corresponds with the account from which you wish to have your payments deducted.
- 8. Enter the Account Number from which you wish to have your monthly premium remittance withdrawn in the space labeled "Account Number".
- 9. Enter premium amount to be paid monthly in the space provided. Please refer to the rate sheet on the UBO website. http://www.cuny.edu/benefits
- 10. If the account listed is a joint account, you and the joint account holder(s) must complete the Employee/Joint Account Holders Certification section by signing and dating the form in the spaces provided.
- 11. Carefully read the terms of automatic recurring payments.
- 12. Print your name in the space provided.
- 13. Sign and date the form at the bottom of the document in the space provided.

Adjunct Health Insurance Monthly Rates	Jul-20	Jul-20
Effective 7/1/2020	Ind Monthly Cost	Family Monthly Cost
	,	
Aetna EPO Basic	\$368.92	\$2,670.64
Aetna EPO w/Rider	\$2,204.67	\$7,862.77
CIGNA	\$1,033.48	\$3,903.29
CIGNA w/rider	\$1,342.37	\$4,837.92
Empire EPO	\$1,072.54	\$3,846.02
Empire EPO w/rider	\$1,343.78	·
*Empire Blue Access Gated EPO	\$319.58	\$2,072.23
*Empire Blue Access Gated EPO w/rider	\$577.30 \$590.82	·
GHI CBP Basic	\$0.00	·
GHI CBP w/enhanced reimb. schedule rider	\$4.71	\$1,167.59
GHI HMO	\$220.08	\$1,762.90
GHI HMO w/rider	\$623.53	\$2,791.66
HIP HMO Basic	\$0.00	\$1,125.22
HIP HMO w/appliance, private duty nursing rider	\$0.00	n/a
HIP Prime POS	\$1,222.54	\$4,120.45
Hip Prime POS w/rider	\$1,560.88	•
METROPLUS	\$0.00	\$1,125.22
MEIROI LOS	φυ.υυ	ψ1,120.22
Vytra	\$174.31	\$1,725.31
Vytra w/rider	\$516.20	\$2,614.49

Please note - new rates are negotiated yearly.

New rates are usually effective from July 1 to June 30 of the following year.

*The Empire HMO plan has been terminated effective 1/1/2020
The Empire Blue Access Gated EPO plan has taken the place of the Empire HMO plan