Employees who do not wish to make any changes to their current health plan do not need to do anything during the Transfer Period.

PLEASE READ CAREFULLY
The Fall 2021 Annual Health Benefits Program Transfer Period will take place November 1- November 30, 2021. Health plan changes requested during the Transfer Period will be effective January 1, 2022. During the Transfer Period, you may enroll or make changes to your coverage. For a summary of each of the offered plans, please visit the New York City Office of Labor Relations - Health Benefits Website. You may also find a summary of the PSC Welfare Fund benefits via the PSC WF Adjunct site.

- **To make changes**, you must complete and submit the ADJ Transfer Period packet.
- **To enroll for the first time**, you must complete and submit the Benefits Package ADJ. You must currently meet the eligibility requirements below. You will also be re-certified for continued coverage on a semester basis.

The requirements are as follows:

- **Teaching Adjuncts**: Must have completed adjunct instruction within CUNY in the two consecutive semesters (Spring & Fall) immediately preceding the semester in which he/she is applying. Teaching Adjuncts must work and maintain at least 6 teaching hours per week in the semester that he/she is applying, and thereafter, for continued coverage.
- **Non-Teaching Adjuncts**: Must have completed the two consecutive semesters (Spring & Fall) immediately preceding the semester in which he/she is applying with at least 15 non-teaching hours per week. Non-teaching Adjuncts must work at least 15 non-teaching hours per week in the semester that he/she is applying, and thereafter, for continued coverage.
- Both teaching and non-teaching Adjuncts must maintain the minimum number of hours required for the full semester to ensure the continuation of health insurance coverage.
- If you enroll for coverage through BMCC and at a future date you drop below the required 6 hours at BMCC, but pick up hours at a different campus, you must notify the benefit officers at each campus.

Note: If adding a dependent, please review and submit the supporting documents listed on the Dependent Verification sheet.

INSTRUCTIONS ON HOW TO SUBMIT PAPERWORK
For this year’s Benefits Open Enrollment Season, all employees now have access to upload sensitive documents containing personal information in CUNYfirst through the availability of the Support Document Upload page.

Employees who need to submit documents related to Benefits Open Enrollment are required to follow the instructions posted on the Secure Document Upload Guide to send the documents to Human Resources. Members of the Human Resources team will review submissions daily and will update the status of your document(s) within CUNYfirst. All forms, including supporting documents (if applicable) should be completed and submitted on or before November 30, 2021.

If you have any benefit related questions, you may contact Benefits Manager, Diana Lopez at DLOPEZ@BMCC.CUNY.EDU