Annual Health Benefits Program Transfer Period

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 and the new payroll deduction, if applicable, will begin with your first full paycheck in January 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](#).

Please see below for the required forms.

**PSC Welfare Fund Members Complete:**

a) [Health Benefits Application](#) (ERB)  
AND
b) [Change of Status Application](#) PSC WF Form (only this form if only switching Dental plan).  
   • If applicable, the following forms should be completed and submitted along with the above:
   c) [2022 MSC Buy-Out Waiver](#) (to opt in or out of the Buy-out waiver)  
d) [PSC Domestic Partner Application](#) for Welfare Fund Benefits

**All Other Members:**

a) [Health Benefits Application](#) (ERB)  
AND
b) Contact your union regarding the addition/drop of dependents for union benefits. **If applicable,** the following form should be completed and submitted along with the above:
   c) [2022 MSC Buy-Out Waiver](#) (to opt in or out of the Buy-out waiver)

**Note:** If adding a dependent, please review and submit the supporting documents listed on the [Dependent Verification sheet](#). Also review the [plan rate charts](#).

**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](mailto:DLOPEZ@BMCC.CUNY.EDU)