



sanitation

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TO: Bureau Heads
Personnel Liaison Officers
Location Supervisors
DSNY Employees

FROM: Nancy Reilly 

SUBJECT: **HEALTH INSURANCE TRANSFER PERIOD**

The **2016 Fall Transfer Period** will be open to employees from **October 11 thru November 11, 2016 ONLY**. During this period, employees may change plans, add or drop a rider, etc. Changes will be effective January 1, 2017 for weekly employees and January 8, 2017 for bi-weekly employees.

An application form known as the **NYCAPS Benefits Form (NBF)** must be generated for health insurance changes. In order to receive the NBF, the attached "Health Benefits Transfer Log" must be filled out by interested employees and sent back to Human Resources (HR). Once received, HR will print out the NBF and send it to the employee's home address. Employees are reminded to ensure their home address on file is **CORRECT**. The employee will complete, sign and return the form with documentation if needed, to Human Resources Employee Services Unit, 59 Maiden Lane, 5th Floor, NY, NY 10038. **NO FORM WILL BE ACCEPTED AFTER THE CLOSE OF THE TRANSFER PERIOD OF NOVEMBER 11, 2016**. Health Benefit Transfer Logs will be available at Human Resources, 59 Maiden Lane, 5th Floor conference room on **Thursday, October 6, 2016** for weekly and bi-weekly employees. Summary booklets are not available for distribution by HR, however, employees may view all health plans offered by the city on the OLR website @ www.nyc.gov/olr.

Also, be advised that any employee who would like to make changes to their plan can also go through Employee Self Service (thru NYC.gov). Follow the instructions given on the ESS site, and be sure to send in the requested documentation to Human Resources if needed.

There have been some changes to **Dependent Eligibility** this year, therefore employees are reminded to submit appropriate documentation, such as copies of birth certificate, marriage certificate, and social security cards for all. If married for one year and adding a spouse, proof of cohabitation is required- i.e. joint tax returns for 2015, mortgage statement, joint account, etc. The OLR website should be reviewed to see if any other requirements need to be met by employees. Inquiries regarding the Health Benefits Transfer Period may be directed to the Employee Services Unit at (646) 885-0920, 0919.