

2012 Health Benefits Open Enrollment runs from November 1, 2012 – December 14, 2012

HR Connect's Health Benefits Administration, in conjunction with the New York City Office of Labor Relations (OLR), is pleased to announce that the 2012 Health Benefits Transfer Period will begin **November 1, 2012** and will continue through **December 14, 2012**. If you are currently eligible for City health benefits, you can participate in this event. However, participation is not mandatory.

The transfer period (also known as "open enrollment") is the only time during the year that you have the opportunity to make changes to your existing City health benefits without experiencing a qualifying event. During the open enrollment period, you may submit an application to:

- Change your benefits carrier (insurance company)
- Add/drop an optional rider to your existing coverage
- Add/drop dependents (without a qualifying event)

For more information on plans and rates click [here](#).

To change your elections, you must obtain and complete a Health Benefits Application form. If you are a school-based employee, you can obtain a Health Benefits Application form from your payroll secretary/HR representative, **or** from HR Connect's Health Benefits Administration, **or** from the DOE website at <http://schools.nyc.gov/dhrforms>.

Please remember to complete and sign the Health Benefits Application form. If adding or dropping a dependent, please remember to submit the appropriate supporting documentation (i.e. birth certificate, marriage certificate, or divorce decree). Incomplete applications will be sent back.

Fax the completed form and supporting documents to (718) 935-5215.

Your application (and supporting documentation, if adding/dropping dependents) must be received by HR Connect's Health Benefits Administration by **Friday, DECEMBER 14, 2012** in order for your changes to be processed. **Any applications received after December 14 will not be processed.**

Very important: If you are enrolling or reinstating a dependent that is between the ages of 19 and 26, you must complete a Young Adult Health Benefits Coverage Eligibility Certification form and submit that along with the dependents birth certificate and either a completed Health Benefits Application or a customized NYCAPS Enrollment form. Eligible employees may also use the Employee Self-Service System (ESS).