

## Special Open Enrollment: Health Benefits enrollment for dependents less than 26 years old

The Patient Protection and Affordable Care Act will be effective July 1, 2011 for medical coverage (such as GHI and HIP). This enrollment is solely to provide you an opportunity to enroll your Young Adult dependents(s) under your health benefits coverage.

Enrollment period: May 1, 2011 – May 31, 2011  
Effective coverage date: July 1, 2011

**Note:** You can participate in this enrollment **only** during the enrollment period and **only** if you are enrolling a dependent who is less than 26 years old.

For more information about this enrollment please visit the Office of Labor Relations (OLR) website at [www.nyc.gov/olr](http://www.nyc.gov/olr) and in the “[Dependent Enrollment Packages](#)” section, select the document titled “[Employee Dependent Enrollment](#).”

The completed application, which must be faxed or mailed, must contain the following:

For employees using ESS:

- A completed [Young Adult Health Benefits Coverage Eligibility Certification Form](#)
- Required documentation for proof of eligible dependent(s) e.g. birth certificate, adoption papers etc.
- An [eBenefits Coversheet](#) with your name and Employee ID on each page

For employees not using ESS:

- A completed [Health Benefits Application](#) form
- A completed [Young Adult Health Benefits Coverage Eligibility Certification Form](#)
- Required documentation for proof of eligible dependent(s) e.g. birth certificate, adoption papers etc.

Please fax or mail to the following address:

HR Connect Health Benefits Administration Office  
65 Court Street, Room 101  
Brooklyn, NY 11201  
Fax: (718) 935-5215

Early applications will not be accepted. Please do not submit applications until after May 1, 2011.

For more information, please visit <http://schools.nyc.gov/Offices/DHR> where further details will be posted under “Time-Sensitive Information for Employees.” If you have any questions, please call HR Connect at (718) 935-4000.