



FDNY

BUREAU OF OPERATIONS

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TO: All Boroughs
Special Operations Command

FROM: John M. Esposito Chief of Operations

DATE: October 21, 2022

SUBJECT: Annual Health Benefits Transfer Period

The annual Health Benefits Transfer period begins November 1, 2022. Employees (*Fire, EMS, or civilian*) can modify their health coverage, add or drop dependents and riders, change premium contribution tax status, or elect the Health Benefits Buy-Out Waiver Program. While updates can be made in the Employee Self-Service System (ESS), the HR Benefits Unit will be available to facilitate the ESS process on select dates in November.

- ❖ *HR Benefits will be available in the 9 MetroTech Auditorium from 10 AM - 3 PM on the following dates: November 2, 3, 9, 10, 15, 17, 22, 23, 29, and 30.*
- ❖ *Employees will be assisted on a first-come, first-served basis.*

Please note:

- **The Health Benefits Transfer period ends November 30, 2022.**
- HR Benefits does not endorse or provide customer support for any individual plan.
- Personnel interested in changing their coverage must research available plans **before** reporting to the auditorium.
- For information about individual plans and current rates, please visit <https://www1.nyc.gov/site/olr/health/summaryofplans/summaryofplanshome.page>.
- Employees must bring any required documentation to complete their updates. (See attached)

For general questions, please contact HRBenefitsUnit@fdny.nyc.gov.



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All Must Have the Following Attached When Adding Dependents To Health Plan:

For a Spouse

- Married one year or less – Government Issued Marriage Certificate
- Married **more** than one year – Government Issued Marriage Certificate **and one of the following:**
 - ❖ Federal tax return filed within last two years and listing spouse as joint or individual
 - ❖ Proof of joint ownership (bank account, auto, home, etc.) issued within last six months
 - ❖ Proof of cohabitation (two separate documents – one in your name and one in your spouse’s name – at the same address, such as utility bills, bank statements or credit card statements)

For a Domestic Partner

- Partnership of one year or less – Domestic Partnership Certificate of Registration
- Partnership of **more** than one year – Domestic Partnership Certificate of Registration **and one of the following:**
 - ❖ Proof of joint ownership (bank account, auto, home, etc.) issued within last six months
 - ❖ Proof of cohabitation (two separate documents – one in your name and one in your domestic partner’s name – at the same address, such as utility bills, bank statements or credit card statements)

For a Child

NOTE: Disabled status for any child still requires current medical certification from the health plan in addition to the documents listed below.

• Biological Child

- ❖ Government Issued Birth Certificate (including parent’s names)

• Stepchild – Must be spouse’s child. One of the following combinations of documents is required:

- ❖ Government Issued Birth Certificate (including parent’s names) and Government Issued Marriage Certificate if married one year or less
- ❖ Government Issued Birth Certificate (including parent’s names) and Government Issued Marriage Certificate and Federal tax return filed within last two years listing spouse as joint or individual
- ❖ Government Issued Birth Certificate (including parent’s names) and Government Issued Marriage Certificate and proof of joint ownership (bank account, auto, home, etc.) issued within last six months

• Domestic Partner’s child – Must be domestic partner’s child. One of the following combinations of documents is required:

- ❖ Government Issued Birth Certificate (including parent’s names) and Domestic Partnership Certificate of Registration if partnership of one year or less
- ❖ Government Issued Birth Certificate (including parent’s names) and Domestic Partnership Certificate of Registration and proof of joint ownership (bank account, auto, home, etc.) issued within last six months

• Legal Ward

- ❖ Government Issued Birth Certificate and the court ordered document of legal custody

• Tax Dependent Child

- ❖ Government Issued Birth Certificate and the federal tax return filed in the previous year listing child as dependent



HR Benefits Unit

Bureau of Human Resources

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