NEW ADJUNCT HEALTH INSURANCE and SUPPLEMENTAL PSC/CUNY WELFARE FUND BENEFITS ENROLLMENT CHECKLIST

General Information

- You must submit completed applications/forms to your College Benefits Officer by no later than September 19, 2014, along with your HIPAA Certificate, and supporting documentation if enrolling in family coverage (i.e., dependent child(ren) birth certificate(s), marriage certificate, Domestic Partnership Forms, Age 26 Young Adult paperwork, etc.). If you are employed at more than one college, to meet eligibility requirements, all College Benefits Officers must sign your Health Benefits Application and Adjunct Health Insurance Certification form (downloadable from the University Benefits Office website link below). The last College Benefits Officer to sign your documents will submit your enrollment package to University Benefits Office.
- A more detailed summary of coverage can be found in the Summary Program Description (SPD)
- NOTE: Adjuncts are NOT eligible for DC37 Med-Team, MetroPlus Gold or Retiree Health Insurance/Supplemental Benefits.
- Adjunct Health Insurance premiums will not be deducted via payroll, but by automatic recurring payments from your personal checking or savings account (see “Payment” section below for more details).
- All information and the Adjunct Health Insurance Enrollment Packet will be posted on the Adjunct Health Insurance section of the University Benefits Office website at http://www.cuny.edu/benefits under Benefits at a Glance/Adjunct Teaching and Non-Teaching.
- Information regarding PSC/CUNY Welfare Fund supplemental benefits (prescription drug, dental, and vision) can be found on the following website: http://www.pscunywf.org.
- Questions should be directed to your College Benefits Officer. You may also contact the University Benefits Office Dedicated Adjunct Phone Line at (646) 664-3401 or email UniversityBenefitsAdjuncts@CUNY.edu.

Enrollment

- Upon receipt of your paperwork, the College Benefits Officer(s) will verify your eligibility/hours on the Adjunct Health Insurance Certification Form, and sign off on the Health Benefits Application.
The carrier that you selected and PSC/CUNY Welfare Fund will mail your Health Insurance Member ID Card after September 15th.

Any Health Benefits Application received after September 19, 2014 will be considered a “Late Enrollment” and may delay your effective date of coverage.

The next opportunity to make changes after this period will be during the Fall Open Enrollment/Annual Transfer Period in 2015 to be effective 2016.

Changes in Employee Information

Should you need to make changes to your personal information, you must notify the College Benefits Officer in each college where you work.

Mid-Year Qualifying Event

If you have family coverage and need to add or delete dependents, you will need to complete a new Health Benefits Application and submit to your College Benefits Officer within 30 days of the event. You will be required to submit a PSC/CUNY Welfare Fund Adjunct Enrollment Form and all supporting documentation along with the forms. Your recurring payments (if applicable) will be adjusted accordingly. Please remember that if you have individual coverage and are adding a family member/domestic partner, your monthly premium will increase significantly.

NOTE: You must notify the University Benefits Office (use the above mentioned phone number or email) and your College Benefits Officer in a timely manner if you no longer meet eligibility requirements for health coverage in order to be offered COBRA coverage.

Employee Premium Payment/Billing

Premium remittance is due on the 1st of the month prior to the month of coverage through automatic recurring payments from your personal checking or savings account. Exceptions to this timing will be made for the first payment.

If your premium remittance cannot be collected after three attempts, your group coverage will end and you will receive a COBRA package via certified and regular mail.

Any fees incurred due to insufficient funds will be billed to you by the University Benefits Office in addition to the premium payment.

Open Enrollment/Annual Transfer Period Information

Open Enrollment is held in the fall each year with an effective date of the first full paycheck in the following year. The first one will be in 2015 to be effective 2016. Information will be sent out at that time.

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