

Important Information about NYC Benefits

Planning for a Transition

We recognize that benefits are an important consideration for all job candidates. Please read the information below and attached, then contact the Benefits Unit at (718) 403-1933 or (718) 403-1929 to discuss your needs and potential effective dates of coverage, and to confirm the paid leave accruals for your particular position.

Enrollment

Type Of Employee	Benefits Enrollment Period	Benefits Start Waiting Period	Benefits Enrollment Details
New Hires (managerial and non-managerial) or returning to the City employees with a break in service (provisional)	Within 30 days of the hiring date	90 days. Coverage will begin on the first day of the pay period following the completion of 90 days of continuous employment	Employees can enroll in health benefits in ESS or NYCAPS Central sends the Health Benefits application to the new hire’s home address within 10 business days from the hiring date. The Health Benefits Application must be received by NYCAPS Central within 30 days of the hiring date.
New Hires appointed from Civil Service Lists (non-managerial), Exempt, and Non-Competitive employees	Within 30 days of the hiring date	0 days. Coverage will begin on your appointment date	Employees can enroll in health benefits in ESS or NYCAPS Central sends the Health Benefits application to the new hire’s home address within 10 business days from the hiring date. The Health Benefits application must be received by NYCAPS Central within 30 days of the hiring date.
New Hires coming from another City Agency	Within 30 days of the hiring date	0 days. Coverage will begin on your appointment date	If the new hire’s previous agency is a non-NYCAPS agency (e.g. NYCHA), then the new hire has to submit the Health Benefits application. If the new hire’s previous agency is NYCAPS-centralized, there is no need to re-enroll in the Health Benefits program; the health benefits will be automatically transferred from the previous agency.
New Hires coming from some non-Mayoral Agencies (Transit, MTA, HHC, DOE, CUNY)	Within 30 days of the hiring date	0 days. Coverage will begin on your appointment date	If the new hire’s Health Benefits from their previous agency is one of the City’s authorized Benefits, then the Health Benefits will be automatically transferred and no further action is required from the employee. In some instances, the Health Benefits from the previous agency may not be transferable and the new hire may need to apply for the City’s Health Benefits. The Health Benefits Application must be received by NYCAPS Central within 30 days of the hiring date.
Eligible Dependents: Coverage for eligible dependents listed on the Health Benefits Application will begin on the day that the employee becomes covered. Dependents acquired after the submission of the Health Benefits Application will be covered from the date of marriage, domestic partnership, birth or adoption, provided that the required documentation is submitted within 30 days of the qualifying event.			

Waiver of Health Benefits

For employees who choose to waive or cancel their City health plan coverage and subsequently wish to enroll or reinstate benefits in the future, they will not have coverage until the beginning of the first payroll period 90 days after the submission of a Health Benefits Application, unless the participant has lost other group coverage.

Medical Spending Conversion (MSC) Health Benefits Buy-Out Waiver

The MSC Health Benefits Buy-Out Waiver Program entitles all eligible employees to receive a cash incentive payment for waiving their City health benefits if non-City group health coverage is available to them through the plan of their spouse or domestic partner, or through coverage from another employer. These annual incentive payments are \$500.00 for those waiving individual coverage and \$1000.00 for those waiving family coverage, and are considered taxable income. This amount will be prorated for any period less than six months by the number of days the employee is participating in the MSC Health Benefits Buy-Out Waiver Program.