Submitting Buy Out Waiver Documents

1. After successfully authenticating and logging into **Employee self service**, click on the ***Upload Supporting Documents*** tile.

Please Note: The MSC Health Benefits Buy-Out Waiver Program allows eligible employees who have non-City group health benefits to waive their New York City health benefits in return for an annual cash incentive payment.

For more information, please visit: https://www.nyc.gov/site/olr/fsa/fsa-msc-buy-out-waiver-home.page

*Supporting Documentation will be **required** for any modification and/or addition of Dependent Information.*

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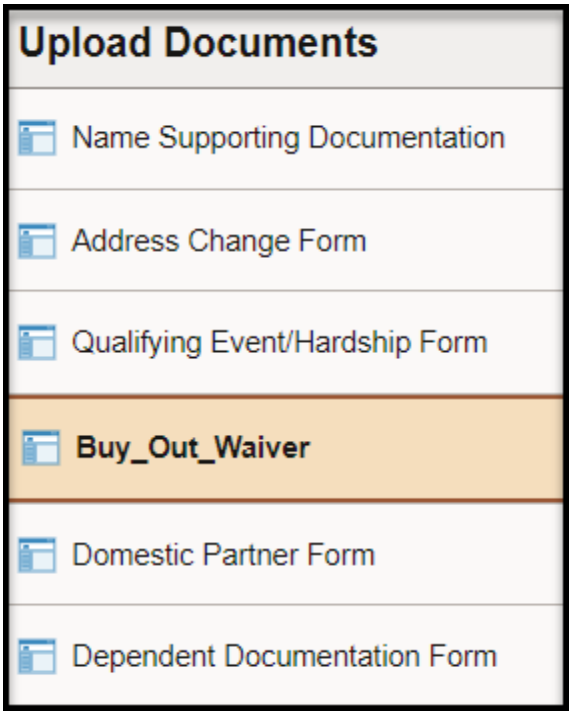
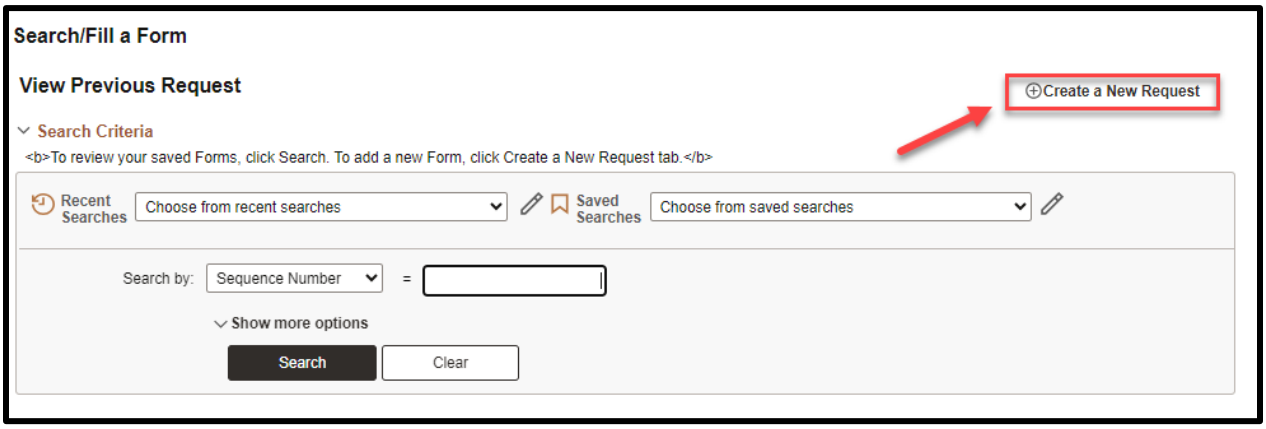
2. Select the appropriate form for your event. *(Be sure your selection is highlighted)*



3. Select the **Create a new request** tab to create a new form.



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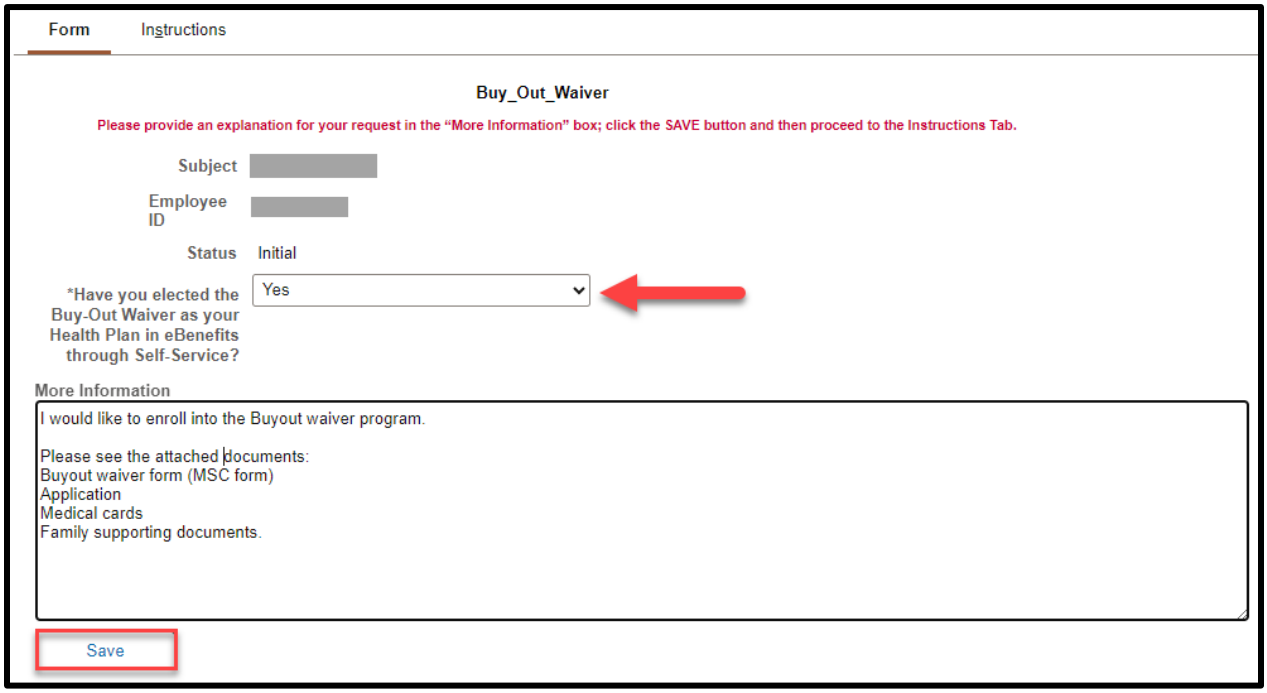
4. You will then **answer the questions** posed on the form and provide an explanation for your request. If the request is outside of your event time frame explain the cause of your delay.

Click the ***Save*** button, then proceed to the **Instructions** tab.



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5. The **Instructions** tab will explain which supporting documents are acceptable, where to attach and how to submit your request.

Form | **Instructions** | Attachments

Buy_Out_Waiver

If you have not elected the Buy-Out Waiver as your Health Plan in eBenefits through Employee Self Service, please navigate to Main Menu >Self Service>Benefits >Benefits Enrollment, to update your Coverage and then submit applicable forms.

1. ***Please got the Forms Tab and Click on the Save Button.***
2. **Then go to the Attachments tab and attach the necessary documentation (see below for details).**
3. Please visit the Office of Labor Relations website to learn more about the Medical Spending Conversion Health Benefits Buy-Out Waiver Program. http://www.nyc.gov/html/olr/html/flex_spending/msc_health_benefits.shtml
4. Complete and attach a ***Health Benefits Application*** on the Attachments tab. This form can be viewed in a new window when clicking the **Open** link and then printed.
5. Complete and attach a ***MSC Health Benefits Buy-Out Waiver Program Form*** on the Attachments tab. This form can be viewed in a new window when clicking the **Open** link and then printed.
6. Please provide ***proof of your Health coverage*** from a non-City group health plan. Click the **Attach** button to submit a scanned copy of your health benefits card or a letter certifying coverage on the Attachments tab.
7. If adding dependents for the first time, supporting documentation for these dependents must also be submitted.
8. For a complete list of required documentation, please go to the Attachments tab and click the **Open** link for the ***New Documentation Requirements***.
9. ***After attaching all required documents on the Attachments tab, return to the Form tab and click Submit.***

For instructions on how to scan and upload documentation, please read the How to guide on the ESS website: http://ess.nychhc.org

Form | Instructions | Attachments

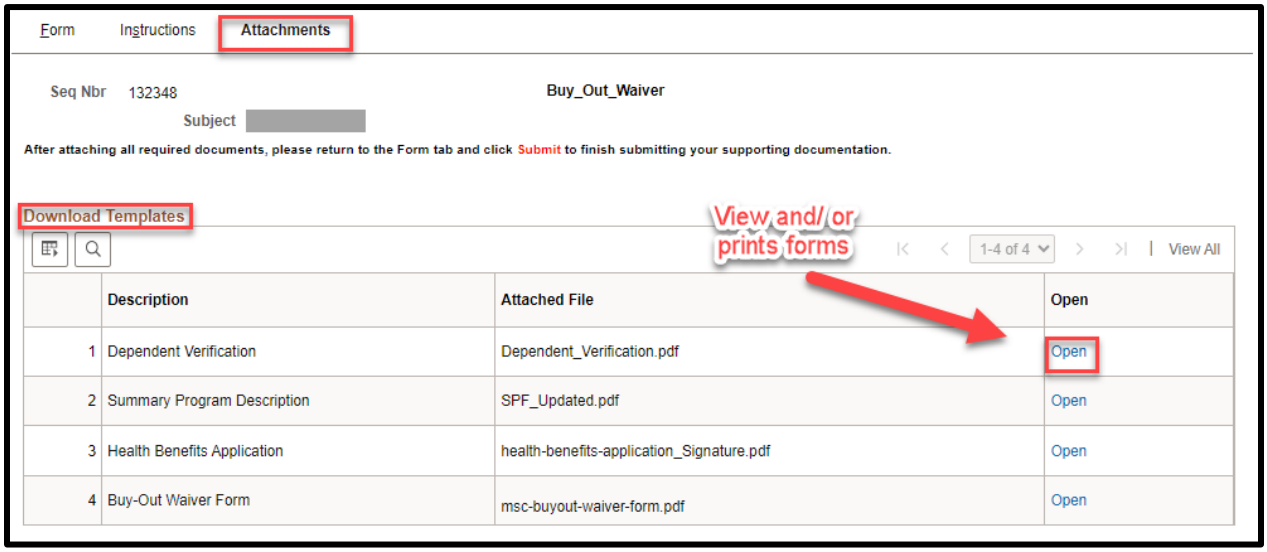
Submitting Buy Out Waiver Documents

6. After you have read the instructions, select the **Attachments** tab.

Click the **Open** links to view and/or print the different blank forms. Complete these form(s) with the appropriate information, if applicable.

The following documents are required:

- *Medical Spending Conversion (MSC) Health Benefits Buyout Waiver Program (Buyout waiver form)*
- *Health Benefits Application*
- *Proof of non-city coverage (Employee + all dependents/ if applicable)*
- *Dependent Supporting Documents (all dependents/ if applicable)*



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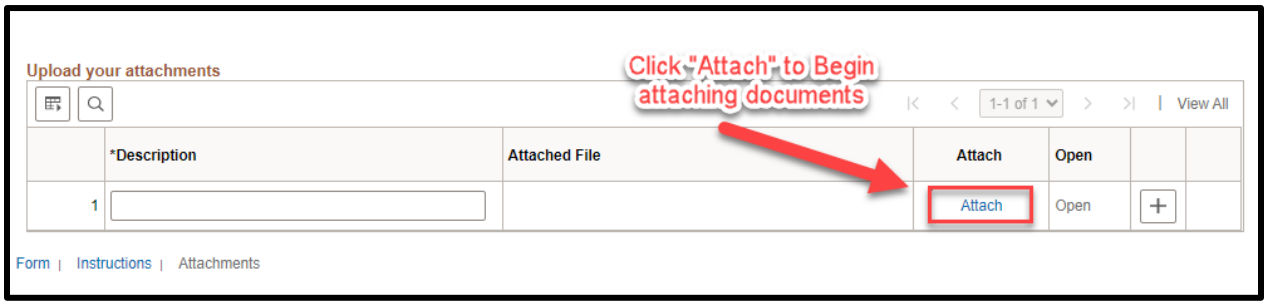
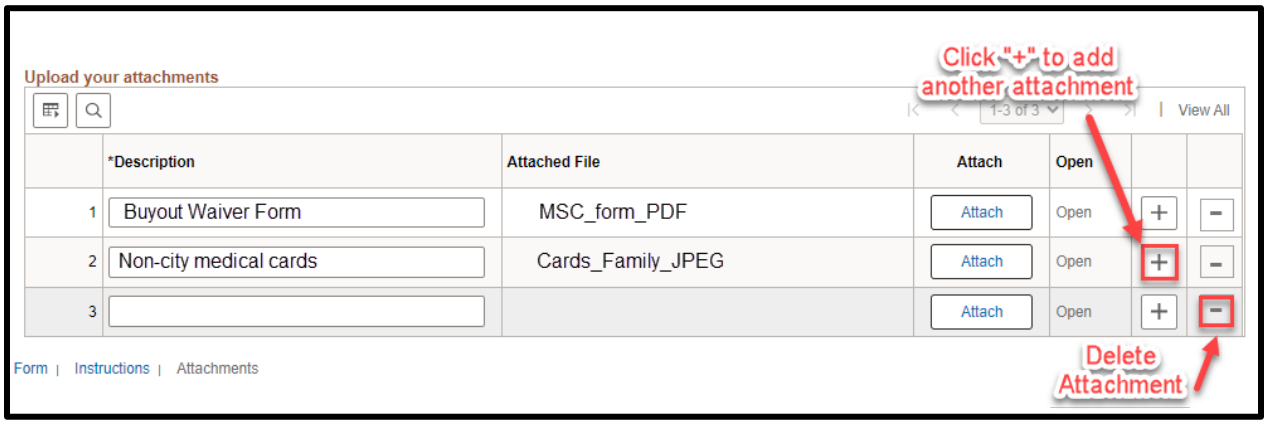
7. Then scan any supporting documents and attach the electronic documents by clicking the **Attach** button.



8. You can add additional attachments by selecting the **+** button and delete them by selecting the **–** button.



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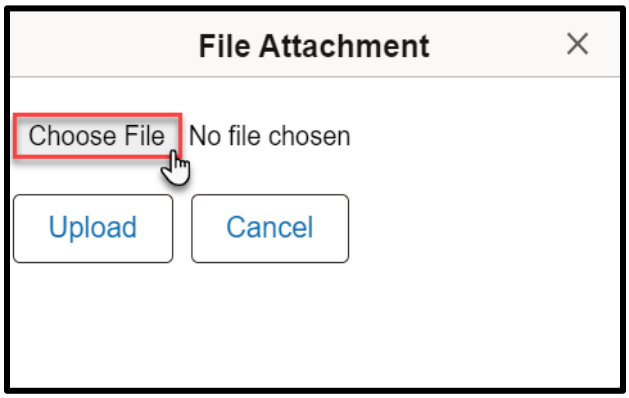
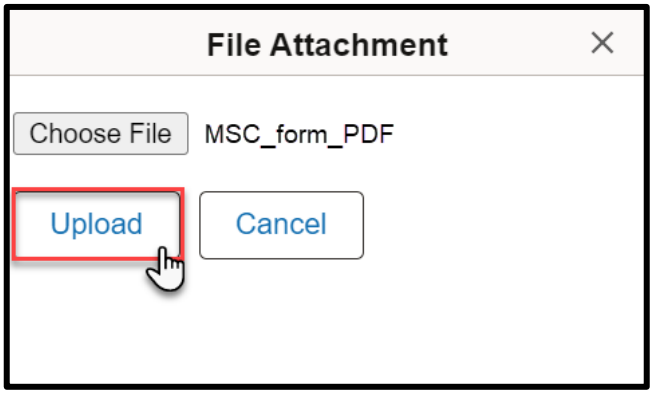
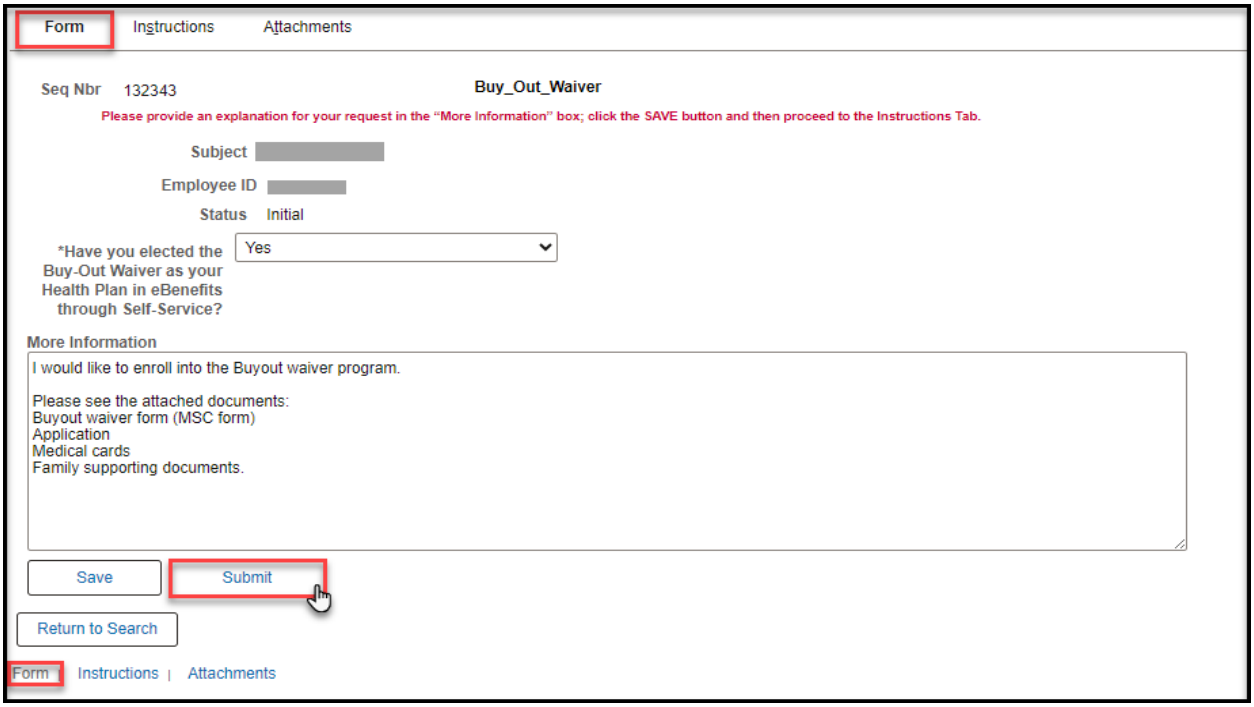
9. The File Attachment pop up appears. Click the ***Choose File…*** button to search for your document. After finding your document, click the ***Upload*** pushbutton to upload your document.





10. After you have attached all files, go back to the Form tab. Click the Submit button at the bottom for your Form to be sent to HRSS/HHC Corporate Benefits for review.



Submitting Buy Out Waiver Documents

11. The following screen will appear that shows the status as Pending. Click the **OK** button at the bottom.

If you have any questions about your elections you can contact HRSS/NYC Heath + Hospitals Corporate Benefits by phone at (646) 458-5634 or by email at HHCBenefits@nychhc.org.