TO: John Jay College Employees Eligible for NYC Health Benefits  
FROM: Christina Lee, Benefits Manager  
DATE: September 15, 2017  
RE: 2018 Open Enrollment Period – Flexible Spending Account & MSC Programs

The open enrollment period for the 2018 plan year will be open starting Monday, September 18, 2017 and will end on **October 31, 2017 for an effective date of January 1, 2018** for the following benefit plans:

- Flexible Spending Accounts (FSA)
- MSC Health Benefits Buy-out Waiver Program
- Medical Spending Conversion Premium Conversion Program

**Flexible Spending Account (FSA):**

- The Plan Year 2018 FSA Program Brochure and forms are attached and will be available after September 15, 2017 on the OLR Web site; [http://www1.nyc.gov/site/olr/fsa/fsa-forms-and-downloads.page](http://www1.nyc.gov/site/olr/fsa/fsa-forms-and-downloads.page) Under "FSA Forms and Downloads".
- Current 2017 participants (HCFSA & DeCAP) will receive 2018 re-enrollment packets directly to their mailing address on file the last week of September 2017.
- Please send your forms to:
  
  City of New York  
  Flexible Spending Accounts Program  
  Bowling Green Station  
  P.O.Box 707  
  New York, NY 10274

**MSC Health Benefits Buy-Out Waiver Program/Medical Spending Conversion (MSC):**

- Plan Year 2018 enrollment is automatic for current active participants. If participants would like to withdraw from the MSC Health Benefits Buy-Out Waiver Program, the participants must complete the 2018 MSC Enrollment/Change Form and send it back to the Benefits Department.
  *Please note that there are two separate MSC Forms, one for the MSC Health Benefits Buy-Out Waiver Program and one for the MSC Premium Conversion Program. Please make sure that the correct form is used for each program if applicable.*

- Please note that the annual incentive payment amount has changed to $500 for waiving individual coverage and $1,000 for waiving family coverage effective for Plan Year 2018. The current participants will receive this changed amount automatically in Plan Year 2018.