



# Family Protection Plan

OF THE

## UNIFORMED FIRE OFFICERS ASSOCIATION

LOCAL 854 I.A.F.F. AFL-CIO

125 Maiden Lane, 6th Floor, NY, NY 10038

TEL: (212) 376-8400 • FAX: (212) 293-0278

Web Address: [www.ufoa.org](http://www.ufoa.org) Email: [fpp@ufoa.org](mailto:fpp@ufoa.org)

### NEW BABY CHECKLIST (ACTIVE & RETIRED)

#### ACTIVE MEMBERS:

To add a dependent to your health insurance, FAX a new **Health Benefits Application** that includes all current and new dependent information along with a COPY of the Certificate of Live Birth to 718-999-7139. Hospital discharge papers or footprint record may initially be faxed to expedite enrollment prior to receipt of the birth certificate.

Forward a copy of the newborn's Social Security card to the above number upon receipt and include the member's name and Social Security number.

Please call 718-999-2196 or 2171 to confirm receipt.

A Health Benefits Application may be obtained from the Health Benefits page of the NYC Office of Labor Relations website at [www.nyc.gov/olr](http://www.nyc.gov/olr)

Changes may also be made online through NYCAPS / Employee Self Service (ESS) program at [www.nyc.gov/ess](http://www.nyc.gov/ess). PLEASE NOTE: If using ESS, copies of the Certificate of Live Birth, discharge papers or footprint record along with the Social Security card (upon receipt) STILL need to be submitted to FDNY Headquarters.

Obtain a note from the medical provider to support the request for Emergency Leave, if used.

#### RETIRED MEMBERS:

Submit a new **Health Benefit Application** along with a copy of the Certificate of Live Birth to:

NYC Office of Labor Relations,  
40 Rector Street, 3rd Flr,  
New York, NY 10006.

A Health Benefits Application may be obtained from the Health Benefits page of the NYC Office of Labor Relations website at [www.nyc.gov/olr](http://www.nyc.gov/olr).

It is recommended that members submit the application and supporting documents via USPS Certified Mail/Return Receipt and keep copies for their records.

Note: Retirees do NOT need to provide a copy of the newborn's Social Security CARD to the Office of Labor Relations (OLR). However, the newborn's Social Security NUMBER is needed on the application.

NYC OLR's Phone Number is 212-513-0470

#### UFOA/Family Protection Plan Benefits (Optical, Prescription, Dental Benefits and Hearing Aids)

Submit the new Health Benefits Application along with a COPY of the Certificate of Live Birth to the UFOA Family Protection Plan and request new FPP Beneficiary Enrollment Cards.

These documents may be sent by fax, email or USPS mail.

**Fax number:** 212-293-0278

**Email Address:** [fpp@ufoa.org](mailto:fpp@ufoa.org)

**Mailing Address:**

UFOA Family Protection Plan, 125 Maiden Lane, 6th Floor, New York, NY 10038

When you receive the cards, **be sure to complete both sides, if applicable, and sign where indicated.** Mail the completed cards to the UFOA FPP at the above address. Your newborn will be enrolled in all FPP Benefits upon receipt.

**Deferred Compensation Plan**

To update the beneficiary information of your **Deferred Compensation** account. Visit the **Deferred Compensation** page of the NYC Office of Labor Relations at [www.nyc.gov/olr](http://www.nyc.gov/olr) to obtain a form or call 212-306-7760.

Mail the completed form to:  
CITY OF NEW YORK OFFICE OF LABOR  
RELATIONS  
DEFERRED COMPENSATION PLAN  
Bowling Green Station, P.O. Box 93 New York, New  
York 10274-0093  
ATTENTION: DEFERRED COMPENSATION  
DESK

**UFOA Life Insurance (Active and Retired)**

Contact the UFOA FPP at [fpp@ufoa.org](mailto:fpp@ufoa.org) or 212-376-8400 to request **beneficiary cards**.

Mail the completed cards to:  
UNIFORMED FIRE OFFICERS ASSOCIATION  
125 MAIDEN LANE, 6th Floor  
NEW YORK, NY 10038  
ATTENTION: CHANGE OF BENEFICIARY

**Catastrophic Major Medical Family Coverage**

Catastrophic Insurance is only applicable to members who were enrolled with Mercer Catastrophic PRIOR to April 2011.

To add your child, you must send a letter that includes the member's information and certificate number **within 30 DAYS** along with a copy of the child's Birth Certificate to:

MERCER  
P.O. Box 10374  
Des Moines, IA 50306-0374  
Mercer's phone number is 800-503-9230

**Pension Beneficiary & FDNY Life Insurance**

Call the **NYC Fire Pension Fund** at 929- 436-0099 to request a "**Designation of Beneficiary of Death Benefits**" and "**Designation of Life Insurance**" form.

Mail the completed forms back to:  
NYC Fire Pension Fund  
1 Battery Park Plz, #9W-49K  
New York, NY 10004-1405

If you want to **Change Tax Exemptions**, you need to fill out a NEW Federal and State Tax Withholding Forms (W-4 and IT2104). It is also important to realize how a change in withholding will affect your individual tax returns. It is suggested you consult with a tax advisor prior to making any changes.

There are 3 ways this can be done:

Go online to ESS ([www.nyc.gov/ess](http://www.nyc.gov/ess)) and fill out the forms online.

Go online to Payroll at [www.nyc.gov/payroll](http://www.nyc.gov/payroll) and print the forms

Request the withholding forms be mailed to you by calling 718-999-2288.

If you are a **RETIREE** and wish to change your W-4-P exemptions, please contact the NYC Fire Pension Fund at 929-436-0099.

If spouse/domestic partner required cesarean section and you are part of the Surgical Assistance Fund, you may get money back. Submit a MD-35 form to:  
Surgical Assistance Fund  
9 Metrotech Center, Rm 5E-40K,  
Brooklyn, NY 11201 – Phone 718-999-1252

If you are a member of one of the Affinity Groups (i.e. Emerald, Vulcan, Columbian), contact them to update beneficiary information.