

Frequently asked questions regarding the birth of a newborn regarding your Fire Department and UFOA Health and Welfare Benefits.

Q. What are some of the steps necessary to ensure that my newborn is properly enrolled with all the benefits provided by the City, the FDNY, and the UFOA for an ACTIVE Fire Department member?

A. Organize the information and documents that you will need to make sure your newborn baby is properly covered. This would include the following:

- **A letter from the OB-GYN** To keep on file so that you can verify and legitimize your emergency leave with the Fire Department.
- **Certificate of Live Birth** A copy of this will be required to add your new dependant to your Health Plan. Fax a copy of the Certificate of Live Birth to the following number: 718-999-7139. Be sure to include the members name and Social Security number.
- **Social Security Card for the Newborn.** Once you have received a Social Security Card fax a copy of the card to the same number listed above. Include along with the card the member's name and Social Security number.

Q. How can I be certain that the baby's information has been properly received by the FDNY?

A. You can call 718-999-2196 to verify receipt. An alternate option for notifying Headquarters would be to go online to the NYCAPS/ Employee self Service program at www.nyc.gov/ess

Q. How does the procedure vary for RETIREE's ?

A. Retiree's must fill out a Health Benefit Application or ERB Form. They can also access the form on the nyc.gov/olr/index page. Fill out the form and submit it

to **NYC Office of Labor Relations (OLR)**. Send the completed form, a copy of the Birth Certificate and the Social Security card to the following address:

**NYC OLR- Health Benefits
40 Rector Street, 4th floor
New York NY 10006**

When dealing with OLR we always recommend that our members send any mail certified with return receipt requested. Keep copies of all documents for your records.

Q. What benefits are covered by the UFOA and how do I add my newborn to those?

A. The UFOA Family Protection Plan, and Retired Fire Officers Family Protection Plan provides ancillary benefits to its members and dependants. These benefits include: Prescription Drugs, Dental, Optical and a small amount of Life Insurance. The procedure for adding a newborn to these benefits is as follows: Send a copy of the Health Benefits Application along with the Birth Certificate to the UFOA offices at 125 Maiden Lane, 6th floor New York NY 10038 c/o the "Family Protection Plan". Footprint and discharge papers are acceptable until you receive the birth certificate. You may also fax the above documents to the UFOA @ 212-293-0278

Q. I presently am enrolled in the Catastrophic Insurance program with the UFOA, can I add my newborn to this coverage?

A. If the member is presently enrolled in the Catastrophic Insurance program the newborn can be enrolled under the members policy. The member must call (800) 503-9230 to add the child. **THIS MUST BE DONE WITHIN 30 DAYS OF THE DATE OF BIRTH.**