



SECURITY BENEFIT FUND

OF THE
UNIFORMED FIREFIGHTERS ASSOCIATION

OF GREATER NEW YORK • LOCAL 94 I.A.F.F. AFL-CIO
204 EAST 23rd STREET, NEW YORK, N.Y. 10010
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Web Address: www.ufanyc.org Email: SBFStaff@ufanyc.org

DIVORCE CHECKLIST (ACTIVE & RETIRED)

In order to REMOVE your spouse from your:	YOU MUST:
1. City Health Plan	<p><u>ACTIVE MEMBERS:</u> Fill out and forward a Health Benefit Application (also known as an ERB Form) with a copy of the 1st and last page of your Divorce Decree, to:</p> <p style="text-align: center;">BUREAU OF PERSONNEL RESOURCES / HEALTH PLAN UNIT 9 METROTECH CENTER, 6th FLOOR BROOKLYN, NY 11201-5431 PHONE 718-999-2196..... FAX 718-999-7139</p> <p style="text-align: center;">**<u>Click here to go to the Health Benefit Application/ERB Form.</u>**</p> <p>An alternate option for #1 (notifying FDNY HQ) for ACTIVE Members, is to go online to the NYCAPS / Employee Self Service (ESS) program at www.nyc.gov/ess.</p> <p><u>RETIRES:</u> Must fill out a Health Benefit Application or ERB Form (<u>CLICK HERE for the Health Benefit Application</u>) form (http://www1.nyc.gov/site/olr/index.page) and <u>SUBMIT it to the NYC Office of Labor Relations</u> (OLR) – Send the FIRST and LAST page of your divorce decree AND the completed ERB form to: NYC OLR – Health Benefits, 40 Rector Street, 4th Floor, NY, NY 10006. MAKE SURE TO KEEP COPIES FOR YOUR RECORDS, AND SEND VIA USPS CERTIFIED MAIL, RETURN RECEIPT.</p>
2. Welfare Benefits (Prescription Drugs, Dental, Optical)	<p>Make a <u>COPY</u> of the <u>FIRST AND LAST PAGE</u> of your finalized divorce papers. Write down on the copy your name, the last 4 of your SS#, and a cell phone number you can be reached at if we have any questions. Also write down “Please send me a new SBF Beneficiary Enrollment Card” (Green Card for ACTIVE, Yellow for RETIRES). Email, Fax or Mail (via USPS) it to the Security Benefit Fund (Email: sbfstaff@ufanyc.org, Fax: 212-683-0693 – mailing address is below). When you receive the card, fill it in COMPLETELY (both sides), sign it and send it back to the UFA/SBF <u>WITHIN 30 DAYS!!</u>, to:</p> <p style="text-align: center;">SECURITY BENEFIT FUND of the Uniformed Firefighters Assoc. 204- EAST 23RD ST, 3rd FL NEW YORK, NY 10010-4628 PHONE 212-683-4723, Option 2 ... FAX 212-683-0693 ... sbfstaff@ufanyc.org</p> <p style="text-align: center;">AGAIN, IT IS IMPERATIVE THAT YOU PLEASE FILL IN THE ENROLLMENT CARD, SIGN AND DATE IT AND SEND IT BACK WITHIN 30 DAYS!!</p>
3. Compensation Accrual Fund (CAF) of the Uniformed Firefighters Association (UFA)	<p>If your ex-spouse is awarded a portion of your Compensation Accrual Fund (or CAF), it will be noted in either your divorce decree or in a document known as a Qualified Domestic Relations Order (or QDRO). If so, you MUST notify the Compensation Accrual Fund (CAF) of the Uniformed Firefighters (<i>continued</i>) Association. Send a full copy of the finalized QDRO or Divorce Decree (where the award is stipulated) to the CAF of the UFA. FAX 212-683-0693</p>

