



Office of Labor Relations
EMPLOYEE BENEFITS PROGRAM

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nyc.gov/olr

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May 2020

Dear New York City Employee Family Survivor,

Please accept our deepest sympathies for your recent loss.

We are writing you because the Mayor recently announced that health benefits coverage would be extended by 45 days for eligible dependents of a City of New York employee who passed away from COVID-19.

As an eligible dependent of a health benefits covered City employee, you, as well as all listed dependents, can continue to receive New York City health benefits for 45 days from the date of death of the employee, if the employee died from COVID-19.

To receive the extension of coverage, please complete the attached Request for 45-Day Extension of Health Benefits Form and submit it, along with a copy of the death certificate, as well as a positive COVID-19 test result if the death certificate does not list COVID-19 as cause of death, via secure e-mail to: <https://nycemployeebenefits.leapfile.net>

The Health Benefits Program will process the form and send you a confirmation letter advising you that your coverage has been extended along with information on available COBRA coverage options, which can be purchased after the 45-day extension period ends.

For questions about completing the form or benefit information, please call Valerie Berry, NYC Health Benefits representative, at 212-306-7342.

For more information about City Health Benefits, please visit the New York City Health Benefits Program website at <http://nyc.gov/hbp>

Sincerely,

Employee Health Benefits Program