Filing for Medicare during Coronavirus Office Closures

1. Member begins the Medicare application process and verifies that Medicare Parts A & B will be effective on date of retirement.
   a. Members can apply online at - https://secure.ssa.gov/iClaim/rib
   b. Members can apply phone - Call 1-800-772-1213 from 7 a.m. to 7 p.m. Monday through Friday.
   c. If the member is deaf or hard of hearing, they can call TTY 1-800-325-0778.
   d. Further information is available at 1-800-MEDICARE or online at https://www.ssa.gov/benefits/medicare/

2. Member submits their retirement application to TRS and receives a receipt from TRS.

3. Member submits TRS receipt and Health Benefits Application to the DOE at:
   a. Active members may email attachment from their DOE Email to HRConnectbenefax@schools.nyc.gov
   b. Inactive members may fax their documents to (718) 935-5215. The member must include an email address so the receipt can be emailed to them.
   c. Process for both active and inactive members:
      i. If member already has a Medicare Card showing both Medicare A & B they should include a copy of that card with the application and receipt.
      ii. If member does not have Medicare Card showing both Medicare A & B, they must include a request for Verification of Employment for Medicare purposes when they submit their paperwork because the letter will be sent to them via email.
      iii. The current average time is 2-3 weeks to get Verification letters so members should be patient.
      iv. Any inquiries should be addressed directly to the DOE via the original submission method.
      v. Once member receives the Verification letter from the DOE via email, they need to send that to Social Security. Ask Social Security for submission details.
      vi. Member must obtain an awards letter from SS (usually available within 72 hrs following application). They should ask Social Security how they will receive the awards letter.
      vii. The awards letter needs to be submitted to the DOE email or fax listed above. Inactive members must include an email address in order to receive confirmation.