



## UFT Checklist for Filing for Medicare

<b>1</b>	<p>Begin the Medicare application process and <b>verify</b> that Medicare Parts A &amp; B will be effective in the month of retirement. This is to insure that there will be no gap in your health benefits. Apply:</p> <p><b>Online:</b> <a href="https://secure.ssa.gov/iClaim/rib">https://secure.ssa.gov/iClaim/rib</a> Click on Medicare Enrollment. <b>Phone:</b> Call 1-800-772-1213 from 7 a.m. to 7 p.m. Monday through Friday. Call TTY 1-800-325-0778 if you are deaf or hard of hearing.</p> <p>Further information is available at 1-800-MEDICARE or online at <a href="https://www.ssa.gov/benefits/medicare/">https://www.ssa.gov/benefits/medicare/</a></p>	<input type="checkbox"/>
<b>2</b>	<p>Submit your retirement application to TRS and receive the retirement receipt from TRS. If you filed online it can be found in your TRS account, Otherwise it will be mailed to you.</p>	<input type="checkbox"/>
<b>3</b>	<p><b>Once you have this receipt apply for health benefits with the DOE.</b></p> <p><b>Active and Inactive</b> members can submit the TRS receipt, the Health Benefits Application, and a letter asking for a completed <b>Request for Employment Information CMS-L564</b> to the DOE in 2 ways.</p> <p>The <b>completed Request for Employment Information CMS-L564</b> will be returned to you via email when processed.</p> <p>Using a <b>Non-DOE</b> email address email documents to: <a href="mailto:HRConnectbenefax@schools.nyc.gov">HRConnectbenefax@schools.nyc.gov</a> <b>Fax:</b> (718) 935-5215 <i>The member must include a <b>Non-DOE</b> email address so the CMS-L564 can be emailed to them.</i></p>	<input type="checkbox"/>
<b>4</b>	<p>If you have any <b>insurance other than GHI</b> you must call your health provider at the number listed on the back of your health card and enroll in the Medicare version of your plan for NYC retirees.</p>	<input type="checkbox"/>
<b>5</b>	<p>Submit the completed Request for Employment Information CMS-L564 form to Social Security. You must request a benefits letter showing proof of your Medicare Part A and Part B enrollment from Social Security. The Medicare effective date should be no later than the month in which you retire for seamless medical coverage. <b>You will forward this proof to the DOE the same way you submitted the original application.</b></p>	<input type="checkbox"/>
<b>6</b>	<p>Once the DOE receives this information, they will process your retiree health benefits.</p>	<input type="checkbox"/>
<b>7</b>	<p><b>You will receive new medical cards in the mail.</b></p>	<input type="checkbox"/>