



[Click for 2026 FSA Open Enrollment Flyer](#)

Dear Faculty and Staff:

It's that time of the year when you can make changes to your benefits. Below are the benefits programs and important deadlines for the open enrollment/transfer period:

Flexible Spending Program

2025 Open Enrollment/Transfer Period

September 22rd – November 14th

- HCFSFA allows you to place pre-tax dollars in an account for medical expenses not fully reimbursed through your health insurance, including vision, dental and out of pocket copayments.
- DeCap allows you to place pre-tax dollars in an account for dependent care expenses.
- MSC Program allows you to waive your health insurance and receive a cash incentive.

Please note that this open enrollment period does not apply to staff in an Adjunct title.

EFFECTIVE DATES

Changes and enrollment to your Flexible Spending Program will become effective January 1, 2026. For your convenience, please find below the information and forms you will need.

BROCHURES, APPLICATIONS AND VIDEOS

- [Health Care Flexible Spending Account \(HCFSFA\) Program Information](#)
- [Plan Year 2026 - Flexible Spending Accounts Program Brochure](#)
- [Plan Year 2026- Flexible Spending Accounts Program Application](#)
- [Plan Year 2026 – FSA Frequently Asked Questions](#)
- [Flexible Spending Programs Video](#)
- [Dependent Care Assistance Program \(DeCAP\) Program Information](#)
- [Health Benefits Buy-Out Waiver Program Information](#)

- [Plan Year 2026 - Buy-Out Waiver Program Application](#)
- [Health Insurance Application](#)
- **Please submit your Buy-Out-Waiver Form and Health Application to Human Resources via the [Human Resources Secure Transfer Site](#)**

IMPORTANT NOTICE - FSA PROGRAM

1. Current FSA 2025 participants (HCFSA & DeCAP): Current participants will automatically receive a letter regarding Plan Year 2026 enrollment to the address the FSA office has on file in the middle of September.
2. Enrollment and Confirmation Letter: Once the FSA Administrative office receives the FSA enrollment/re-enrollment and processes their HCFSA/DeCAP enrollment form, participants will receive a confirmation letter.
3. Important: If the participant does not experience FSA payroll deductions in January 2026, the participant must notify the FSA office immediately via [email by using this link](#).

Employees should periodically refer to the FSA website at nyc.gov/fsa for any updates to the HCFSA/DeCAP program.

1. MSC Health Benefits Buy-Out Waiver Program for 2026: Plan Year 2026 enrollment is automatic for current active participants. If a participant would like to withdraw from the MSC Health Benefits Buy-Out Waiver Program for 2026, the participants must complete the [2026 MSC Enrollment/Change Form](#) in addition to completing the . The annual incentive payment amount for Plan Year 2026 is \$500 for waiving individual coverage and \$1,000 for waiving family coverage (June and December semi-annual payments)

FSA Application Submission Process

The Flexible Spending Accounts Program client service walk-in center remains closed to visitors.

Please submit your forms and documents using the instructions below.

- 1) Inquiries and questions can be sent via [email to the Program](#).
- 2) Forms/documents should be submitted electronically to: <https://nyc-fsa.leapfile.net/fts/drop/custom/upload/Start.jsp>

Please do not submit your form/document more than once. This will only delay processing.

CONTACT US

Please contact the Benefits Team at the Office of Human Resources via email at benefits@ccny.cuny.edu with your inquiries. Thank you very much.