



Employer *Bulletin*

Employer Communication Center 608-266-3285

Toll free: 1-877-533-5020

etf.wi.gov

It's Your Choice Open Enrollment Period Tentative Kick-Off Meeting Date Set

It's Your Choice Open Enrollment Period Proposed for October 6 – October 31, 2014

The Group Insurance Board (Board) will be asked to establish the 2015 It's Your Choice Open Enrollment period during October 6 – October 31, 2014 at its upcoming May meeting.

Attend the It's Your Choice Kick-Off Meeting: September 25, 2014

The Thursday, September 25, 2014 Kick-Off meeting date is contingent upon Board approval of the October 6 – October 31, 2014 It's Your Choice Open Enrollment period. The Department of Employee Trust Funds hosts this annual It's Your Choice meeting for state agencies' and local health employers' payroll and personnel representatives, health plans and pharmacy benefit representatives. ETF staff members share information and discuss procedures regarding the It's Your Choice Open Enrollment period. In addition, ETF will present and discuss important plan changes that will be effective January 1, 2015.

If you can not attend this meeting, ETF is again planning to livestream the event via Mediasite. Please watch for future *Employer Bulletins* or e-mails from ETF on plan changes for next year, Mediasite information updates and meeting location updates. In addition, important changes for 2015 will be posted to ETF's Internet site at etf.wi.gov.

Tentative details for this year's It's Your Choice kick-off meeting are as follows:

Date: Thursday, September 25, 2014

Time: 9:00 a.m. – 11:30 a.m.

Place: Mendota Mental Health Institute
Conference Center Building
301 Troy Drive
Madison, WI 53704-1521

or

Alliant Energy Center
Exhibition Hall
1919 Alliant Energy Center Way
Madison, WI 53713

An upcoming bulletin and/or e-mail update will provide a confirmed meeting date, time and location, with a map and directions to the meeting location, as well as parking information, once the kick-off location has been finalized.

Arrange Health Fairs Early

You are responsible for arranging your own health fairs. Contact the health plans and Navitus Health Solutions directly to invite their representatives to your health fair. Please select a date for your health fair that allows plenty of time for 2015 *It's Your Choice Reference and Decision Guides* to arrive.

State Agencies Only: Please fill out and return the [Benefit/Health Fair Request Form \(ET-7117\)](#) by July 11, 2014, to have your health fairs printed in the 2015 State *It's Your Choice* guide. Contact ETF Outreach by e-mail at ETFOutreach@etf.wi.gov with any additional questions.

Local Employers Only: To request a representative from ETF to attend your health fair, please fill out the [Benefit/Health Fair Request Form \(ET-7117\)](#) and return it by July 11, 2014.

Updated Plan Contact List

The recently-revised *Health Insurance Plan Contacts* (ET-1728, Rev. 4/14) can be found on ETF's Internet site at etf.wi.gov/publications/et1728.pdf. This document contains each health plan's contacts for membership and coverage, claims, supplies, employee assistance programs, and complaints/grievances. The form is for employer use only; please do not provide your employees with these contacts. Employees should contact the health plan using the contact information on the inside back cover of the *It's Your Choice Decision Guide*.

Employers Should Use ETF's Main Number

ETF has one phone number for both members and employers: toll free 1-877-533-5020 or 608-266-3285 for those in the Madison area.

For log-on and password support, continue to call 1-866-843-9724, 608-264-9181 (Madison area), or e-mail ETFOnLineHelp@etf.wi.gov.

Telephone Message Center

ETF's telephone message center provides important current messages for members and employers. Use this service by dialing ETF's main number (noted above) and following the prompts.

Questions

Employer questions may be directed to ETF at 608-266-3285 or toll free at 1-877-533-5020. Employers may also direct questions to ETF's Employer Communication Center by sending an e-mail to ETFHealthandIns@etf.wi.gov.

The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services or employment. If you are speech or hearing impaired and need assistance, call the Wisconsin Relay Service toll free at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). If you are visually or cognitively impaired, call 1-877-533-5020 or 608-266-3285 locally. We will try to find another way to get the information to you in a usable form.

This *Employer Bulletin* is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the bulletin. Employer agents may copy this bulletin for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent *Employer Bulletins* are available on our Internet site at etf.wi.gov/employers.htm.

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