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**CORRESPONDENCE MEMORANDUM**

**DATE:** March 30, 2004  
**TO:** Group Insurance Board  
**FROM:** Arlene Larson, Manager, Self-Insured Health Plans  
**SUBJECT:** Establishment of Dual-Choice Enrollment Period

The Board annually establishes the dates of the Dual-Choice Enrollment period.

Staff recommends setting October 11 – 29, 2004, as the Dual-Choice Enrollment period for coverage effective on January 1, 2005.

Setting this date allows sufficient time to complete the printing, distributing and mailing of the *It's Your Choice* books prior to the start of Dual-Choice. This also ensures that plans are able to print the provider directories needed by participants making their Dual-Choice Enrollment decisions.

Reviewed and approved by Tom Korpady, Division of Insurance Services.

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Signature

\_\_\_\_\_  
Date

Board	Mtg Date	Item #
GIB	4/20/2004	3