



# EMPLOYER BULLETIN

Employer Communication Center  
(608) 264-7900 or toll free (888) 681-3952

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## Dual-Choice Enrollment Period and Kick-Off Meeting Dates Set

### Mark Your Calendars: Dual-Choice Enrollment for Plan Year 2008

The Department of Employee Trust Funds (ETF) takes this opportunity to announce the dates associated with the Dual-Choice Enrollment period for Group Health Insurance coverage in 2008. Watch for subsequent *Employer Bulletins* containing more detailed information and instructions.

### Dual-Choice Enrollment Period Set for October 8 - 26, 2007

The Group Insurance Board set the plan year 2008 Dual-Choice Enrollment period for October 8 - 26, 2007. During this period, **currently insured** employees may switch from one health plan to another plan and/or from single to family coverage without restriction. All Dual-Choice coverage changes are effective January 1, 2008.

### Attend the Dual-Choice Kick-Off Meeting: September 26, 2007

Each year, ETF hosts a Dual-Choice “kick-off” meeting for state and local employers’ payroll and personnel representatives, and health plan and pharmacy benefit representatives. ETF staff members share information and discuss procedures regarding the Dual-Choice Enrollment period.

The 2008 Dual-Choice “kick-off” meeting is scheduled for:

**Date:** September 26, 2007  
**Time:** 9:00 a.m. – 11:30 a.m.  
**Place:** Mendota Mental Health Institute  
Conference Center Building  
301 Troy Drive  
Madison, WI 53704-1521  
**Phone:** (608) 301-1000

Attached is a map showing directions to the Mendota Mental Health Institute’s Conference Center Building in Madison. Mendota Mental Health Institute is located on the north side of Madison on Lake Mendota. From either the north or south, take interstate 90/94 to Highway 30 into Madison. From Highway 30, exit to Highway 113 north toward the Dane County airport. Stay on Highway 113 (Northport Drive) and turn on either Troy Drive or Knutson Drive (look for the tall smokestack). For more detailed directions, go to Mendota Mental Health Institute’s web site at [http://dhfs.wisconsin.gov/MH\\_Mendota/directions/simplesdirections.HTM](http://dhfs.wisconsin.gov/MH_Mendota/directions/simplesdirections.HTM).

Parking Directions:

- ▶ When traveling on Troy Drive to Mendota Mental Health Institute, turn left on North Road near the water tower and follow the signs to the Conference Center parking next to Building 107. The parking lot is a short walk to the Conference Center crossing over a service road (Lorenz Road), to enter the building on the southeast side of the building. Handicap parking is located in the parking lot connected to the Conference Center/Food Service Building, with the handicap access on the southwest side of the building.

**Arrange Health Fairs Early**

Local employers and state agencies: You are responsible for arranging your own health fairs. Contact 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 2008 *It's Your Choice* booklets to arrive.

State agencies only: Contact the Employer Communication Center at (608) 264-7900 by August 3, 2007, to have your health fair dates and times printed in the 2008 *It's Your Choice* booklet.

**Updated Plan Contact List:**

Attached to this Bulletin is an updated copy of the *Health Insurance Plan Contacts* (ET-1728, rev. 05/2007). This document contains each plan's contacts for membership and coverage, claims, supplies, employee assistance programs, and complaints/grievances. The form is for employer use only. Employees should contact the plan using the contact information on the inside back cover of the *It's Your Choice* book.

**Questions**

Employer questions may be directed to ETF's Employer Communication Center at (608) 264-7900 or toll free at (888) 681-3952.

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- *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, hearing or visually impaired and need assistance, call (608) 266-0728. We will try to find another way to get the information to you in a usable form.*

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*The ETF EMPLOYER BULLETIN is published by the Wisconsin Department of Employee Trust Funds. There are three editions: one for all employers, one for local employers with items just for their interest and one for state agencies. Questions should be directed to contact persons listed, or to the Division of Trust Finance & Employer Services. Call John Vincent at (608) 261-7942.*

*EMPLOYER AGENTS: This Bulletin may be copied 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 <http://etf.wi.gov>.*

