



# Employer *Bulletin*

Employer Communication Center 608-266-3285

Toll free: 1-877-533-5020

[etf.wi.gov](http://etf.wi.gov)

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

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

The Group Insurance Board (Board) established the 2015 It's Your Choice Open Enrollment period during October 6 – October 31, 2014 at its May board meeting.

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

The Thursday, September 25, 2014 Kick-Off meeting date was finalized upon Board approval of the October 6 – October 31, 2014 It's Your Choice Open Enrollment period. The Department of Employee Trust Funds (ETF) 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 using 'Go To Webinar'. Please watch for future *Employer Bulletins* or e-mails from ETF on plan changes for next year and webinar information updates and meeting location updates. In addition, important changes for 2015 will be posted to ETF's Internet site at [etf.wi.gov](http://etf.wi.gov).

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. – 12:00 p.m.  
**Place:** Alliant Energy Center  
Exhibition Hall  
1919 Alliant Energy Center Way  
Madison, WI 53713

The Alliant Energy Center is located at the gateway to downtown Madison, WI, just off the Beltline Highway (Hwy 12 and 18), on John Nolen Drive. With such a great location, the campus is five minutes from interstate 90/94 via Hwy 12 and 18, minutes from the Wisconsin State Capitol, Madison's State Street area and the University of Wisconsin-Madison campus and only 15 minutes from the Dane County Regional Airport. The Alliant Energy Center is a prime site, situated near three major metro areas – 250 miles from Minneapolis, MN, 145 miles from Chicago, IL and 75 miles from Milwaukee, WI.

- From **Chicago** (South): I-90 to exit 142A, west on Hwy. 12/18, 5 miles to Rimrock Rd. exit 262
- From **Green Bay** (North): I-90 to exit 142A, west on Hwy. 12/18, 5 miles to Rimrock Rd. exit 262
- From **Milwaukee** (East): I-94 West, I-90 South to exit 142A, west on Hwy. 12/18 to Rimrock Rd. exit 262
- From **Minneapolis** (West): I-90 South to exist 142A, west on Hwy. 12/18 to Rimrock Rd. exit 262
- From **Des Moines** (South): I-80 East to I-380 North, north on Hwy. 151 to Hwy. 12/18E, exit at Rimrock Rd. exit 262

For more detailed directions, maps and information, visit:

[www.alliantenergycenter.com/directions/location-maps](http://www.alliantenergycenter.com/directions/location-maps).

## Entrances and Parking

The Kick-off meeting will be held in Exhibition Hall. Access to Exhibition Hall is via the Main Gate from Rimrock Road on the Southeast side of the campus. Parking is free and is directly in front of the Exhibition Hall building. As you walk up to the building, entry to the building and meeting rooms will be the doors on the far right end of the building.

## 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 published on the ETF website. Contact ETF Outreach by e-mail at [ETFOutreach@etf.wi.gov](mailto: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](http://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](mailto: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](mailto: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](http://etf.wi.gov/employers.htm).

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