



# Employer *Bulletin*

Employer Communication Center 608-266-3285

Toll free: 1-877-533-5020

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

## Distribution for the 2019 It's Your Choice Guide (Employer Response Required)

For the 2019 plan year, the *It's Your Choice Decision Guide* will continue to be a printed guide, as a companion piece to the collection of It's Your Choice web pages found on the ETF website. The guide will be specially designed to help members with their health care decision making process, and direct them to the ETF website for more information.

While we encourage you to order as many copies as you think you may need to serve your employees, please note that this guide will also be available on the ETF website in a downloadable, printable PDF format. All information provided in this guide will also be available in the It's Your Choice group health insurance web pages.

A future *Employer Bulletin* will outline the process and provide a sample electronic distribution message that you can modify as needed and share with your employees. Employers must retain documentation that all employees either received email notification or paper copies.

**Please notify ETF via email at [ETFSMBEmployerInsurance@etf.wi.gov](mailto:ETFSMBEmployerInsurance@etf.wi.gov) by July 20, 2018 of your intent to go completely electronic, or whether you will need copies of the paper guide. If you are requesting paper guides, indicate in your email the number of copies you will require.**

To view your 2018 order of paper guides go to [etf.wi.gov/employers/bulletins\\_all/iyc-book-count18.pdf](http://etf.wi.gov/employers/bulletins_all/iyc-book-count18.pdf)

In your email, **on or before July 20, 2018**, please include:

- Employer name
- Employer number: 69-036- \_\_\_\_\_
- Name of contact person providing information
- Telephone number
- Email
- Full electronic distribution (Yes or No)
- Number of paper IYC guides

### Contact

To discuss any questions or concerns, please contact the Employer Communications Center at 1-877-533-5020, option 2, or email [ETFSMBEmployerInsurance@etf.wi.gov](mailto:ETFSMBEmployerInsurance@etf.wi.gov)

To receive important email updates about the It's Your Choice period, sign up for [ETF E-mail Updates](#).

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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