



# Employer *Bulletin*

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 <http://etf.wi.gov>

## Electronic Distribution Required for the 2013 It's Your Choice Booklets (Employer Response Required)

The Department of Employee Trust Funds (ETF) continues to encourage electronic distribution of the *It's Your Choice (IYC)* booklets during the annual It's Your Choice enrollment period. Electronic distribution offers employees up-to-date information, easy search options and quicker receipt of important health insurance and enrollment information. Overall, it reduces paper waste, mailing costs and, for employers particularly, labor needed to disseminate the information. Other benefits for employers and employees include: Copies of the booklets will be available up to two weeks prior to the printed copies; and ETF will provide updates/corrections online, as they occur. The use of electronic distribution has grown during the past four years. Employer feedback about this distribution method has been positive; and traffic on our Internet site indicates growing interest in and online use of the booklets.

In order to provide It's Your Choice information/materials to employees without computer access, some employers have successfully used computer kiosks in the workplace. A kiosk would enable employees to not only review the informational materials, but also enter their own enrollment changes, reducing keying errors and speeding up the process for everyone.

Please note that although we strongly encourage electronic distribution of the *It's Your Choice* booklets, we will work with employers to ensure access to paper copies of all materials as needed.

Watch for an *Employer Bulletin* outlining details on the process and providing a sample message to employees for use when electronically distributing the *It's Your Choice* booklet. You must retain documentation that all employees either received e-mail notification or paper copies.

**Please e-mail ETF at [ETFHealthandIns@etf.state.wi.us](mailto:ETFHealthandIns@etf.state.wi.us) by June 15, 2012 if you will be completely electronic, or if you need some paper booklets. If you request paper copies of the booklets, indicate the number of copies you require in your e-mail.**

Note: ETF is requesting that you reduce the number of paper copies received. ETF staff may contact you to discuss your order of paper booklets prior to this fall. To view your order of paper books from 2011, see: [http://etf.wi.gov/employers/bulletins\\_all/iyc-book-count.pdf](http://etf.wi.gov/employers/bulletins_all/iyc-book-count.pdf). Ideally, employers will use electronic distribution for all employees.

In your e-mail, on or before June 15, 2012, please include:

- Employer Name
- Employer Number: 69-036- \_\_\_\_\_
- Name of Person completing this form
- Telephone Number
- E-mail

- Whether your group is interested in full electronic distribution of the 2013 *It's Your Choice* booklets or how many paper booklets you will need.

To discuss any questions or concerns, please contact ETF via the Employer Communication Line at 1-888-681-3952, option 1, or send e-mail to [ETFHealthandIns@etf.state.wi.us](mailto:ETFHealthandIns@etf.state.wi.us). To receive important e-mail updates about the It's Your Choice period, visit <http://etf.wi.gov> and 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 the following URL: <http://etf.wi.gov/employers.htm>

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