



# Employer *Bulletin*

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

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

### It's Your Choice Open Enrollment Period Proposed for October 8 – November 2, 2012

The Group Insurance Board (Board) will be asked to establish the 2013 It's Your Choice Open Enrollment period October 8 – November 2, 2012 at its upcoming May meeting.

### Attend the It's Your Choice Kick-Off Meeting: September 26, 2012

The September 26, 2012 Kick-Off meeting date is contingent upon Board approval of the October 8 – November 2, 2012 It's Your Choice Open Enrollment period. Each year, ETF hosts this It's Your Choice meeting for state agencies' payroll and personnel representatives and health plan 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 made effective January 1, 2013. If you cannot attend this meeting, please watch for future *Bulletins* or e-mails from ETF on plan changes for next year.

Details for this year's It's Your Choice kick-off meeting are as follows:

- Date:** September 26, 2012  
**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 Internet site at:

[http://dhfs.wisconsin.gov/MH\\_Mendota/directions/simplesdirections](http://dhfs.wisconsin.gov/MH_Mendota/directions/simplesdirections).

#### 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. Parking for the disabled 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

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 2013 *It's Your Choice* booklets to arrive. Contact Gary Fox by e-mail at [gary.fox@etf.state.wi.us](mailto:gary.fox@etf.state.wi.us) by July 20, 2012, to have your health fairs printed in the 2013 *It's Your Choice* booklet.

## Updated Plan Contact List

The recently-revised *Health Insurance Plan Contacts* (ET-1728, Rev. 4/12) can be found on ETF's Internet site at: <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* booklet.

## Questions

Employer questions may be directed to ETF's Employer Communication Center at (608) 264-7900, Option 1 (myETFBenefits System, Health Insurance, Life Insurance, or Income Continuation Insurance). Or call toll free at 1-888-681-3952, Option 1 (myETFBenefits System, Health Insurance, Life Insurance, or Income Continuation Insurance). Employers may also direct questions to ETF's Employer Communication Center by sending an e-mail to [ETFHealthandIns@etf.state.wi.us](mailto:ETFHealthandIns@etf.state.wi.us).

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>

Wisconsin Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931; <http://etf.wi.gov>.

