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**CORRESPONDENCE MEMORANDUM**

**DATE:** March 29, 2010  
**TO:** Group Insurance Board  
**FROM:** Arlene Larson, Manager  
Self-Insured Health Plans  
**SUBJECT:** Establishment of It's Your Choice Enrollment Period

**Staff recommends that the Group Insurance Board (Board) approve October 4-29, 2010, as the It's Your Choice enrollment period for 2011.**

Annually, the Board establishes It's Your Choice (IYC) enrollment period dates at the April meeting. The IYC enrollment period has traditionally been three weeks in October. For the 2010 period, staff is requesting a four week period from October 4-29.

Several factors allow for the expansion of the enrollment period from three weeks to four weeks. They include:

- This fall, employees and annuitants will be able to electronically enter their health insurance change information for submission to the employer and/or the Department of Employee Trust Funds. While this should make the enrollment process more efficient, there is likely to be a learning curve associated with the new process.
- Since many IYC books are offered to employees electronically, printing volumes have been significantly lowered and printing time may be shortened.
- Staff has received comments from members over the years requesting a longer enrollment period. Due to the tight timeframes with the production of booklets and payroll processing, we have been unable to accommodate these requests in the past.

We have consulted with payroll representatives and feel that a four week enrollment period can be accommodated. Staff will be available at the Board meeting to answer any questions.

Reviewed and approved by Tom Korpady, Division of Insurance Services.

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Signature

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Date

Board	Mtg Date	Item #
GIB	4.13.10	8C