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Correspondence Memorandum

Date: January 29, 2019

To: Group Insurance Board

From: Sara Brockman, Health Program Manager
 Office of Strategic Health Policy

Subject: Establish the 2020 It's Your Choice Open Enrollment Period

ETF requests the Group Insurance Board (Board) approve September 30 – October 25, 2019, as the It's Your Choice (IYC) open enrollment period for plan year 2020.

This four-week timeframe is in keeping with the October open enrollment period traditionally offered by the Department of Employee Trust Funds (ETF). ETF reviewed several factors before finalizing this recommendation, including:

- Feedback from key payroll centers
- Required retiree benefit processing timelines
- Potential onboarding of one or more new pre-tax benefit administrators for the:
 - Health Savings Accounts
 - Section 125 Cafeteria Plan and Employee Reimbursement Accounts
 - Commuter Fringe Benefit programs
- Current internal projects:
 - ETF website redesign
 - Medicare split contracts system enhancements

ETF communicated the proposed open enrollment period to key payroll centers in December 2018. The payroll centers did not have material concerns with the proposed dates. ETF will work closely with the payroll centers in advance of the open enrollment period and provide benefit change and file specification details as soon as possible to ensure a successful open enrollment period.

Staff will be at the Board meeting to answer any questions.

Reviewed and approved by Eileen K Mallow, Director, Office of Strategic Health Policy

Electronically Signed 1/31/19

Board	Mtg Date	Item #
GIB	2.20.19	5A