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## Correspondence Memorandum

**Date:** December 19, 2019  
**To:** Group Insurance Board  
**From:** Sara Brockman, Communications Manager  
Office of Strategic Health Policy  
**Subject:** Establish the 2021 Open Enrollment Period

**ETF requests the Group Insurance Board (Board) approve September 28 – October 23, 2020, as the open enrollment period for plan year 2021.**

This four-week timeframe is consistent with the plan year 2020 open enrollment period offered by the Department of Employee Trust Funds (ETF). Open enrollment is typically offered by ETF during the four full weeks of October, but given that 2020 is a leap year, the start date appears to be earlier than normal, despite occurring on the usual week of the calendar year (week 40). Several additional factors were also considered by ETF's cross-functional open enrollment planning team before finalizing this recommendation, including:

- Required retiree benefit processing timelines
- Feedback from key payroll centers
- Potential onboarding of one or more new supplemental program administrators
- Current internal projects

ETF communicated the proposed open enrollment period to key payroll centers in December 2019. Several payroll centers provided feedback but did not have material concerns. ETF will work closely with the payroll centers in advance of the open enrollment period 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 1/13/20

Board	Mtg Date	Item #
GIB	2.5.20	6B