



STATE OF WISCONSIN
Department of Employee Trust Funds
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 SECRETARY

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Correspondence Memorandum

Date: February 9, 2024 (Revised)
To: Group Insurance Board
From: Korbey White, Health Program Manager
 Office of Strategic Health Policy
Subject: Establish the 2025 Open Enrollment Period

The Department of Employee Trust Funds (ETF) requests the Group Insurance Board (Board) approve September 30 – October 25, 2024, as the open enrollment period for plan year 2025.

This four-week timeframe is in alignment with employer payroll cycles. Open enrollment is ideally offered by ETF during the four full weeks of October but is adjusted as needed to accommodate payroll and annuity processing deadlines. ETF will work closely with the payroll centers in advance of the open enrollment period to 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 Mallow, Director, Office of Strategic Health Policy
 Electronically Signed 02/01/2024

Board	Mtg Date	Item #
GIB	02.21.24	7B