



# Employer *Bulletin*

Employer Communication Center 608-266-3285

Toll free: 1-877-533-5020

[etf.wi.gov](http://etf.wi.gov)

## State and Federal Health Insurance Notifications

The It's Your Choice (IYC) materials provide members with a variety of information, including required federal and state notices. The *It's Your Choice 2016 Decision Guide* advises members that all IYC information is available online at [etf.wi.gov](http://etf.wi.gov). The notices are available through the [IYC 2016 state landing page](#).

Employers are responsible for ensuring their employees know where the federal and state notices are located. This email provides a suggested approach to ensuring this requirement is met. We recommend that you send an email to all employees to help them find the notices.

It is important that employees have this information, in particular, new hires upon orientation. We have included a sample email that you can use for your distribution. We would recommend that you retain a copy of this employee email, as you do for the IYC materials, as documentation of your efforts. You can:

- Develop a list of all eligible employees and use that list to match against your file of employee email addresses.
- Verify the list and then send the employee an email with the link to the online information. Employers should send the email with a "return receipt." This will establish a record of when the employee opened the email.

An employee email example is on the next page for your use.

***Following is a sample email for employees:***

## **Important Information About Your Health Insurance for 2016**

There are a number of federal and state notifications that apply to your health insurance coverage. Improved design of the [2016 It's Your Choice Web pages](#) makes it easier than ever to navigate and find what you're looking for. These include links to:

- Detailed health insurance information
- Frequently asked questions (located under Helpful Info)
- State and federal notifications (located under Helpful Info and Resources)

State and federal notifications are available at [etf.wi.gov/members/IYC2016/et-2107sfnot.asp](http://etf.wi.gov/members/IYC2016/et-2107sfnot.asp)

The state and federal notices include:

- [Notice of Privacy Practices](#)
- [COBRA: Continuation of Coverage for Group Health Insurance](#)
- [HIPAA: Privacy, Standards and Security](#)
- [HIPAA: Special Enrollment Opportunities](#)
- [Independent Review](#)
- [Medicaid and the Children's Health Insurance Program \(CHIP\)](#)
- [National Medical Support Notice](#)
- [Notice of Creditable Coverage](#)
- [ACA: Marketplace Notice](#)
- [ACA: Patient Protection Disclosure](#)
- [Women's Health Cancer Rights Act of 1998](#)

For printed copies, contact ETF at 1-877-533-5020 (toll free) or 608-266-3285 (local Madison).

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 toll-free 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. If you have any questions, please contact the Employer Communications Center toll free at 1-877-533-5020 or locally at 608 266-3285. 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 [etf.wi.gov/employers.htm](http://etf.wi.gov/employers.htm).

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