



Health Insurance Application/Change For Retirees

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

There are certain times throughout the year when you may enroll in health insurance or change your coverage. Visit etf.wi.gov/benefits-by-employer to learn more about choices available to you and see how to enroll. **Return this completed form to ETF. Print clearly.** Please read the terms and conditions on page 7. Sign on page 4.

1. Applicant Information *Only the subscriber applying for coverage/making a change should complete this form.*

Name First	M.I.	Last	Former/Maiden (if applicable)		
ETF ID or SSN	Telephone, including area code		Email		
Mailing address		City	State	ZIP code	Country
Physical street address <i>(if different from above)</i>		City	State	ZIP code	Country
<i>Note: If you are selecting Medicare Advantage and use a P.O. Box for your mailing address, you must also provide a physical street address to comply with Medicare requirements.</i>					
Birth date		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Primary care physician or clinic <i>Health plan may also ask</i>	
Check your marital status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed					
<input type="checkbox"/> Single <i>(no change date required)</i> Date: _____ (MM/DD/YYYY) Date: _____ (MM/DD/YYYY) Date: _____ (MM/DD/YYYY)					
Check here if your name, phone, address, email, or marital status has changed: <input type="checkbox"/> <i>Provide current information above</i>					

2. Spouse Information *(Only complete if you are on a family plan; not required for single coverage)*

Name First	M.I.	Last	Former/Maiden	SSN
Birth date		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Primary care physician or clinic <i>Health plan may also ask</i>
Check here if your spouse's information has changed: <input type="checkbox"/>				

3. Dependent Information *(Only complete if you are on a family plan; this does not include spouse)*

Name <i>You may attach additional pages if more space is needed</i>			SSN	Birth date	Sex (M/F)	Relationship (child, stepchild, legal ward, child of minor dependent)	Disabled (Y/N)	Primary care physician or clinic <i>Health plan may also ask</i>
First	M.I.	Last						

Is any dependent listed here your or your spouse's grandchild? Yes No

If yes, name of parent: _____



4. Why are you making a change?

Visit etf.wi.gov/insurance/life-events-guide for the *Life Events Guide*, which details events such as new Medicare coverage, marriage, or divorce.

Reason for application: Select a reason for enrolling or changing your coverage or health plan.

Annual health benefits enrollment (coverage effective January 1).

Sick leave re-enrollment (*state retirees only*).

Date to re-enroll if other than January 1: _____

You must also submit the *Sick Leave Re-enrollment Application* (ET-4317), available at etf.wi.gov.

Eligible life event change. (*Note: Retirement is not an eligible life event to change health plans.*)

Life event (see etf.wi.gov/life-change-event-documentation): _____

Event date: _____

Eligible move to a new service area (*may only change health plan*).

Move date: _____

New address: _____

Change from family to individual coverage.

Event date: _____

Newly eligible for Local Annuitant Health Program (LAHP).

Only available to local retirees whose former employer does not participate in the Group Health Insurance Program. You must file an application to enroll within 60 days of your last day of employment and first annuity (or lump-sum) payment. You may also apply when you first enroll in Medicare Part B. See LAHP brochure (ET-2156). LAHP enrollment may be delayed up to 90 days.

Effective date (MM/DD/YYYY): _____

Spouse-to-spouse transfer.

Event date: _____

(*ETF use only*) Disability approval. Return this application by: _____

Eligible life event changes allow you to make a change outside of the annual health benefits open enrollment.

State retirees with escrowed, accumulated sick leave conversion credits may re-enroll in health insurance during open enrollment, or after an involuntary loss of coverage. The retiree must have comparable health insurance coverage. For more information, see the *Sick Leave Credit Re-enrollment Application* (ET-4317) on the ETF website.

You may be required to provide supporting documentation. See etf.wi.gov/life-change-event-documentation for details. *If adding or removing dependents, see section 3.*

5. Enroll in a Plan Design & Health Plan *Compare factors like monthly payments, coverage levels and out-of-network benefits availability.*

State retirees: If you elect the High Deductible Health Plan (HDHP), you must also visit myoptumfinancial.com/etf for an application to enroll in the state-sponsored health savings account (HSA). You are not eligible if you have Medicare, other health, and/or flexible spending account (FSA) coverage. Dependents can have other coverage, and you can still have an HDHP policy.

Local WPE retirees: You may only choose an HDHP if your previous employer offered it; check with ETF if you are not sure.

Individual or family coverage? Individual Family

Note: If you are enrolling anyone in addition to yourself, check family.

Non-Medicare Retirees: Make your plan (chosen below) a High Deductible Health Plan (HDHP)? Yes No

If you or any family members have Medicare, choose your Medicare health plan:

- Health Plan Medicare; **you must also select a health plan below.**
- Medicare Plus by UnitedHealthcare®
- IYC Medicare Advantage by UnitedHealthcare®

Choose your health plan: You must select a health plan if:

- You selected Health Plan Medicare as your Medicare Health Plan
- Some members, but not all members, on your health insurance are enrolled in Medicare
- None of the members on your health insurance are enrolled in Medicare

- | | |
|--|---|
| <input type="checkbox"/> Access Plan by Dean Health Plan | <input type="checkbox"/> HealthPartners Health Plan Southeast |
| <input type="checkbox"/> Aspirus Health Plan | <input type="checkbox"/> HealthPartners Health Plan West |
| <input type="checkbox"/> Common Ground Healthcare Cooperative | <input type="checkbox"/> Medical Associates Health Plans |
| <input type="checkbox"/> Dean Health Plan | <input type="checkbox"/> MercyCare Health Plans |
| <input type="checkbox"/> Dean Health Plan - Prevea360 East | <input type="checkbox"/> Network Health |
| <input type="checkbox"/> Dean Health Plan - Prevea360 West and Mayo Clinic Health System | <input type="checkbox"/> Quartz Central |
| <input type="checkbox"/> GHC of Eau Claire Greater Wisconsin | <input type="checkbox"/> Quartz UW Health |
| <input type="checkbox"/> GHC of Eau Claire River Region | <input type="checkbox"/> Quartz West |
| <input type="checkbox"/> GHC of South Central Wisconsin Dane Choice | <input type="checkbox"/> Robin with HealthPartners |
| <input type="checkbox"/> GHC of South Central Wisconsin Neighbors | <input type="checkbox"/> Security Health Plan |
| | <input type="checkbox"/> State Maintenance Plan (SMP) by Dean Health Plan |

6. Choose With or Without Uniform Dental

With or without Uniform Dental coverage? With dental Without dental

Note: This is for Uniform Dental coverage only. If you choose with dental, your dental plan will be Delta Dental. This form cannot be used to enroll in the Delta Dental Select, Select Plus Plan, or vision insurance. These plans require a separate enrollment, visit etf.wi.gov/enroll-dental for more information.

Local Wisconsin Public Employer (WPE) retirees: You may only choose Uniform Dental Benefits if your former employer offers it. Check with ETF if you are not sure.

For information on changes that may be made outside of open enrollment, see etf.wi.gov/insurance/life-events-guide

7. Complete if you or any of your Dependents are Covered by Medicare *Required for all persons covered by Medicare, including yourself. Eligibility reasons include age, disability, or end-stage renal disease (ESRD).*

Name (First, M.I., Last)	Medicare number	Part A effective date	Part B effective date	Why eligible?
				<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> ESRD
				<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> ESRD
				<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> ESRD

8. Remove a Spouse or Dependent(s)

Name of person(s) you are removing (<i>First, M.I., Last</i>)	Birth date	Address (if different than your address on page 1)

9. Cancel Health Insurance Coverage

Only complete this section to cancel coverage entirely. Do not complete if you are changing health coverage.

Voluntarily cancel all coverage, as of the first of _____ (month).

Your cancellation is effective on the first of the month after ETF receives your written request to cancel, unless you specify a later date, above. This includes all family members on your plan if you have family coverage.

10. Complete if you Have Additional Health Insurance/Coverage

Do you or any of your dependents have other medical coverage or health care flexible spending account coverage that has a balance available as of the effective date of this coverage? (excludes dental or vision) Yes No **If yes:**

Company	Policy number	Group number
Name(s) of insured (<i>First, M.I., Last</i>)		

11. Subscriber Signature Required If not signed, ETF cannot accept your application

By signing this application, I apply for the insurance under the indicated health insurance contract made available to me through the State of Wisconsin and I have read and agreed to the *Terms and Conditions* (see page 7). A copy of this application is considered as valid as the original. In addition, to the best of my knowledge, all statements and answers in this application are complete and true. Providing false information is punishable under Wis. Stat. § 943.395. Additional documentation may be required by ETF at any time to verify eligibility.

Subscriber signature	Date (MM/DD/YYYY)

Return this completed form to ETF, P.O. Box 7931, Madison, WI 53707-7931

Additional Information: Life Event: Becoming Eligible or Ineligible for Medicare

When you or someone on your health insurance becomes eligible or ineligible for Medicare, you can make changes to your health insurance. You can change health plans or plan designs, or cancel coverage. Once you are eligible for Medicare, your premiums will be reduced and Medicare will become your primary health insurance coverage. See the ETF's website for more information. (Note: Medicare eligibility is not an enrollment opportunity, unless you are eligible for the Local Annuitant Health Program (LAHP).)

You must file an application within 30 days of the Medicare coverage change. You can file sooner, if you apply to enroll in Medicare up to three months before your 65th birthday. Your change will be effective on the date of the Medicare coverage change.

Applying for Medicare Advantage

You and/or your insured dependents must be enrolled for both portions of Medicare (Hospital Part A and Medical Part B), when first eligible. You might be eligible for Medicare when you turn age 65, or if you have a disability or end-stage renal disease.

If you are new to Medicare, newly enrolling in Medicare Part B, and newly enrolling in the Medicare Advantage plan at the same time, you must provide proof that you have Medicare to ETF before you can enroll. This is either a copy of your Medicare card or a letter from SSA, which includes your Parts A and B enrollment dates and Medicare number. You can send this to ETF by mail at P.O. BOX 7931, Madison WI 53707-7931 or fax at 608-267-4549.

State Employees and Retirees Currently Enrolled in an HDHP (High Deductible Health Plan) Policy

If you have the HDHP plan with an HSA and are retiring after you have reached age 65, the Social Security Administration (SSA) may offer to give you your SSA pension and Medicare Part A retroactive for up to six months.

If you choose to get your SSA and Medicare Part A benefit retroactively, you will be responsible for paying any tax penalties on contributions to your HSA. This includes contributions from both you and your employer for the months before you become an ETF retiree. IRS rules state that you can no longer contribute to an HSA once you are enrolled in Medicare. To avoid these penalties, do not choose to take your SSA benefit retroactively. Your Part A coverage is effective when your SSA benefit starts.

Frequently Asked Questions: "Medicare Family Some" Coverage with Medicare Plus or Medicare Advantage

1. How will our medical out-of-pocket limits (OOPLs) and deductible work?
Medical claims for Medicare members and non-Medicare members add up separately. That means when a non-Medicare member pays for a medical service, it will count towards the non-Medicare deductible and out-of-pocket limit. It will not count towards the Medicare out-of-pocket limit.
Prescription drug costs for Medicare and non-Medicare members will add up to one family out-of-pocket limit.
2. What happens if we are covered by two health plans and one of us becomes eligible for Medicare?
The newly eligible member will be enrolled in the same health plan as the Medicare members on their health insurance. They will receive ID cards from their new health plan, and coverage will be effective on their Medicare effective date. Any non-Medicare members will stay on the non-Medicare health plan.

Health Plan Contact Information

Aspirus Health Plan

3000 Westhill Dr., Suite 303
Wausau, WI 54401
Telephone: 1-866-631-8583
Fax: 715-843-1246
1-833-811-4176
Website: p1.aspirushealthplan.com/etf

Common Ground Healthcare Cooperative Offered in partnership with GHC of Eau Claire

2503 N. Hillcrest Parkway
Altoona, WI 54720
Telephone: 1-833-742-0952
Fax: 715-552-3500
Website: group-health.com/members/state-of-wi-ghcec-cghc

Dean Health Plan

1277 Deming Way
Madison, WI 53717
Telephone: 1-800-279-1301
Fax: 608-827-4212
Dean On Call: 1-800-576-8773
Website: deancare.com/wi-employees

Dean Health Plan - Prevea360

2710 Executive Drive
Green Bay, WI 54304
Telephone: 1-877-230-7555
Fax: 1-608-827-4212
Prevea Care After Hours: 1-888-277-3832
Website: prevea360.com/wi-employees

Group Health Cooperative of Eau Claire (GHC-EC)

P.O. Box 3217
Eau Claire, WI 54702
Telephone: 1-888-203-7770, 715-552-4300
Fax: 715-552-3500
Website: group-health.com

Group Health Cooperative of South Central Wisconsin (GHC-SCW)

1265 John Q. Hammons Drive
P.O. Box 44971
Madison, WI 53717-4971
Telephone: 1-800-605-4327, 608-828-4853
Fax: 608-662-4186
Website: ghcscw.com

HealthPartners Health Plan

P.O. Box 1309
Minneapolis, MN 55440-1309
Telephone: 1-855-542-6922, 952-883-5000
Fax: 952-883-5666
Website: healthpartners.com/stateofwis

Medical Associates Health Plans

1605 Associates Drive, Suite 101
Dubuque, IA 52002
Telephone: 1-866-421-3992
Fax: 563-584-4760
Website: mahealthcare.com

MercyCare Health Plans

580 N. Washington Street
P.O. Box 550
Janesville, WI 53547-0550
Telephone: 1-800-895-2421 option 5
Fax: 608-752-3751
Website: mercycahealthplans.com

Navitus Health Solutions

P.O. Box 999
Appleton, WI 54912-0999
Telephone: 1-866-333-2757
Website: www.navitus.com

Navitus MedicareRx (PDP)

(Prescription drug coverage for
Medicare eligible retirees)
P.O. Box 1039
Appleton, WI 54912-1039
Telephone: 1-866-270-3877
Website: medicarerx.navitus.com

Network Health

1570 Midway Place
P.O. Box 120
Menasha, WI 54952
Telephone: 1-844-625-2208, 920-720-1811
Fax: 920-720-1909
Website: networkhealth.com/employer/state

Quartz

2650 Novation Parkway
Fitchburg, WI 53713
Telephone: 1-844-644-3455
Fax: 608-643-2564
Website: ChooseQuartz.com

Robin with HealthPartners

P.O. Box 1309
Minneapolis, MN 55440-1309
Telephone: 1-855-542-6922, 952-883-5000
Fax: 952-883-5666
Website: healthpartners.com/etfrobin

Security Health Plan

1515 North Saint Joseph Avenue
P.O. Box 8000
Marshfield, WI 54449-8000
Telephone: 1-844-813-7286, 715-221-9555
Fax: 715-221-9500
Website: securityhealth.org/state

UnitedHealthcare

P.O. Box 29675
Hot Springs, AR 71903-9675
Telephone: 1-844-876-6175
Website: UHCRetiree.com/etf

Terms and Conditions

To the best of my knowledge, all statements and answers in this application are complete and true. I understand that if I provide false or fraudulent information, misrepresentation or fail to provide complete or timely information on this application, I may face action, including, but not limited to, loss of coverage, employment action, and/or criminal charges/sanctions under Wis. Stat. § 943.395.

I authorize the Department of Employee Trust Funds to obtain any information from any source necessary to administer this insurance.

I agree to pay in advance the current premium for this insurance, and I authorize my employer (the remitting agent) to deduct from my wages or salary an amount sufficient to provide for regular premium payments that are not otherwise contributed. The remitting agent shall send the premium on my behalf to ETF.

I understand that eligibility for benefits may be conditioned upon my willingness to provide written authorization permitting my health plan and/or ETF to obtain medical records from health care providers who have treated me or any dependent(s). If medical records are needed, my health plan and/or ETF will provide me with an authorization form. I agree to respond to questions from health plans and ETF, including, but not limited to, audits, in a timely manner.

I have reviewed and understand the eligibility criteria for dependents under this coverage and affirm that all listed dependents are eligible. I understand that children may be covered through the end of the month they turn 26. Children may also be covered beyond age 26 if they: have a disability of long standing duration, are dependent on me or the other parent for at least 50% of support and maintenance, and are incapable of self-support; or are full-time students and were called to federal active duty when they were under the age of 27 years and while they were attending, on a full-time basis, an institution of higher education.

I understand that it is my responsibility to notify the employer, or if I am a retiree or continuant to notify ETF, if there is a change affecting my coverage, including but not limited to, a change in eligibility due to divorce, marriage or an address change due to a residential move. Furthermore, failure to provide timely notice may result in loss of coverage, delay in payment of claims, loss of continuation rights and/or liability for claims paid in error. Upon request, I agree to provide any documentation that ETF deems necessary to substantiate my eligibility or that of my dependent(s).

I understand that if there is a qualifying event in which a qualified beneficiary (me or any dependent(s)) ceases to be covered under this program, the beneficiary(ies) may elect to continue group coverage as permitted by state or federal law for a maximum of 18, 29, or 36 months, depending on the type of qualifying event, from the date of the qualifying event or the date of the notice from my employer, whichever is later. I also understand that if continuation coverage is elected by the affected qualified beneficiary(ies) and there is a second qualifying event

(i.e., loss of eligibility for coverage due to death, divorce, marriage but not including non-payment of premium) or a change in disability status as determined by the Social Security Administration, continuation coverage, if elected subsequent to the second qualifying event, will not extend beyond the maximum of the initial months of continuation coverage. I understand that timely notification of these qualifying events must be made to ETF.

I understand that if I am declining enrollment for myself or my dependent(s) (including spouse) because of other health insurance coverage, I may be able to enroll myself and my dependent(s) in this plan if I or my dependent(s) lose eligibility for that other coverage (or if the employer stops contributing toward that other coverage). However, I must request enrollment within 30 days after my or my dependents' other coverage ends (or after the employer stops contributing toward the other coverage). In addition, if I have (a) new dependent(s) as a result of marriage, birth, acknowledgement of paternity, adoption, or placement for adoption, I may be able to enroll myself and my dependent(s) if I request enrollment within 30 days after the marriage or within 60 days after the birth, acknowledgement of paternity, adoption, or placement for adoption. To request special enrollment or obtain more information, I should contact my employer (or ETF if I am a retiree or continuant).

I understand that I am responsible for enrolling in Medicare Parts A and B when I am first eligible and required by this coverage, and that as the subscriber I am responsible for ensuring my spouse and any other eligible dependents also enroll in Medicare Parts A and B when they are first eligible, to ensure proper coordination of benefits with Medicare. In the event I or any eligible dependent does not enroll in Medicare Parts A and B when first eligible and required by this group health insurance program, I understand that I will be financially liable for the portion of claims Medicare would have paid had proper Medicare enrollment been attained.

I understand that if I enrolled in Medicare Advantage with an individual or family contract and subsequently I or my dependents cancel Medicare coverage, I and all covered dependents on the contract will be unenrolled from the Medicare Advantage plan and enrolled in the IYC Medicare Plus plan effective the date of loss of Medicare coverage. I understand that I will be financially liable for the portion of claims Medicare would have paid had proper Medicare enrollment been attained.

I agree to abide by the terms of my benefit plan, as explained in any written materials I receive from ETF or my health plan, including, without limitation, the It's Your Choice materials.



Nondiscrimination and Language Access

42 U.S. Code § 18116

ETF complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.

ETF provides free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats and others). ETF provides free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages.

If you need these services, contact ETF at 1-877-533-5020; TTY: 711. If you believe that ETF has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability or sex, you can file a grievance with:

ETF Office of Policy, Privacy & Compliance
P.O. Box 7931
Madison, WI 53707-7931
1-877-533-5020; TTY: 711
Fax: 608-267-4549
Email: ETFSMBPrivacyOfficer@etf.wi.gov

If you need help filing a grievance, ETF's Office of Policy, Privacy & Compliance is available to help you. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal at crportal.hhs.gov/ocr/portal/lobby.jsf or by mail or phone:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201

1-800-368-1019; 1-800-537-7697 (TDD)

Complaint forms are available at hhs.gov/ocr/office/file/index.html.

The Wisconsin Department of Employee Trust Funds is a state agency that administers the Wisconsin Retirement System pension, health insurance and other benefits offered to eligible government employees, former employees and retirees.

Spanish – ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-533-5020 (TTY: 711).

H mong – LUS CEEV: Yog tias koj xav tau kev pab txhais lus. Peb pab koj tau, peb pab koj dawb xwb, thov hu rau 1-877-533-5020 (TTY: 711)

Chinese– 注意: 如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-877-533-5020 (TTY: 711)

German – ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-877-533-5020 (TTY: 711).

Arabic – ملاحظة: إذا كنت تتحدث اللغة العربية، فهناك خدمة مساعدة متاحة بلغتك دون أي مصاريف: اتصل بالرقم (خدمة الصم والبكم: 711) 1-877-533-5020

Russian – ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-877-533-5020 (телетайп: 711).

Korean – 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-877-533-5020 (TTY: 711)번으로 전화해 주십시오.

Vietnamese – CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-877-533-5020 (TTY: 711).

Pennsylvania Dutch – Wann du [Deutsch (Pennsylvania German / Dutch)] schwetzsch, kansch du mitaus Koschte ebber gricke, ass dihr helft mit die englisch Schprooch. Ruf selli Nummer uff: Call 1-877-533-5020 (TTY: 711).

Laotian/Lao – ໂປດຊາບ: ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັຽຄ່າ, ແມ່ນມີ ຜ້ອມໃຫ້ທ່ານ. ໂທ 1-877-533-5020 (TTY: 711).

French – ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-877-533-5020 (ATS : 711).

Polish – UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-877-533-5020 (TTY: 711).

Hindi – ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-877-533-5020 (TTY: 711) पर कॉल करें।

Albanian – KUJDES: Nëse flitni shqip, për ju ka në dispozicion shërbime të asistencës gjuhësore, pa pagesë. Telefononi në 1-877-533-5020 (TTY: 711).

Tagalog – PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-877-533-5020 (TTY: 711)