



Employer *Bulletin*

Employer Communication Center 608-266-3285

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etf.wi.gov

Electronic Distribution for the 2015 It's Your Choice Booklets (Employer Response Required)

There will be changes to the 2015 *It's Your Choice (IYC) Decision and Reference Guides*. In an effort to improve the accessibility and readability of the IYC Guides, the *Decision Guide's* State Benefit Fair Dates, Health Plan Report Cards, Grievance Information, and Other Quality Information, and the *Reference Guide's* Frequently Asked Questions (FAQs) will only be available online. More information will be coming on how employees and employers can access this information from the Department of Employee Trust Funds' (ETF) website.

ETF continues to encourage electronic distribution of the *IYC Decision and Reference Guides* during the annual IYC open enrollment period. Electronic distribution offers employees up-to-date information, easy search options and quicker receipt of important health insurance and enrollment information. Overall, it reduces paper waste, mailing costs and, for employers particularly, labor needed to disseminate the information. Other benefits for employers as well as employees: Copies of the guides will be available up to two weeks prior to the printed copies and ETF will provide updates/corrections online as they occur.

For the 2015 IYC guides, ETF asks that employers reduce the number of paper copies being requested and switch to electronic distribution. Providing electronic copies to new employees is one method employers can decrease their order of paper copies. More information will follow in a later *Employer Bulletin* regarding employer requirements when distributing the *IYC Decision and Reference Guides* electronically to new employees.

In order to provide IYC information/materials to employees without computer access, some employers have successfully used computer kiosks in the workplace. A kiosk enables employees to not only review the informational materials, but also enter their own enrollment changes, reducing keying errors and speeding up the process for everyone. Employees can also access the IYC Guides from any Internet-enabled device.

Please note that although we strongly encourage electronic distribution of the *IYC Decision and Reference Guides*, we will work with employers to ensure access to paper copies is available as needed.

A future *Employer Bulletin* will outline the process and provide a sample electronic distribution message that you can modify as needed and share with your employees. Employers must retain documentation that all employees either received e-mail notification or paper copies.

Please notify ETF via e-mail at ETFHealthandIns@etf.state.wi.us by June 24, 2014 of your intent to go completely electronic, or whether you will need some paper guides. If you are requesting paper guides, indicate in your e-mail the number of copies you will require. To view your 2014 order of paper guides go to:

http://etf.wi.gov/employers/bulletins_all/iyc-book-count.pdf

Note: For 2015, please reduce the number of paper copies received compared to your 2014

request. ETF staff may contact you to discuss your order of paper guides prior to this fall.

In your e-mail, on or before June 24, 2014, please include:

- Employer Name
- Employer Number: 69-036- _____
- Name of Contact Person completing this form
- Telephone Number
- E-mail
- Full Electronic Distribution (Yes or No)
- Number of Paper IYC Guides

Contact

To discuss any questions or concerns, please contact ETF via the Employer Communication Line at 1-877-533-5020, option 2, or e-mail ETFHealthandIns@etf.state.wi.us.

To receive important e-mail updates about the It's Your Choice period, visit etf.wi.gov and sign up for ETF E-mail Alerts.

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 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. Questions should be directed to contact persons listed in the *Bulletin*. 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

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