



Employer *Bulletin*

Employer Communication Center (608) 266-3285 Toll free: 1-877-533-5020 <http://etf.wi.gov>

It's Your Choice Open Enrollment Period Tentative Kick-Off Meeting Date Set

It's Your Choice Open Enrollment Period Proposed for October 7 – November 1, 2013

The Group Insurance Board (Board) will be asked to establish the 2014 It's Your Choice Open Enrollment period during October 7 – November 1, 2013 at its upcoming May meeting.

Attend the It's Your Choice Kick-Off Meeting: September 26, 2013

The September 26, 2013 Kick-Off meeting date is contingent upon Board approval of the October 7 – November 1, 2013 It's Your Choice Open Enrollment period. Each year, ETF hosts this annual It's Your Choice meeting for state agencies' payroll and personnel representatives and health plan and pharmacy benefit representatives. ETF staff members share information and discuss procedures regarding the It's Your Choice Open Enrollment period. In addition, ETF will present and discuss important plan changes that will be made effective January 1, 2014. If you cannot attend this meeting, please watch for future Bulletins or e-mails from ETF on plan changes for next year. In addition, important changes for 2014 will be posted to ETF's Internet site at: <http://etf.wi.gov>.

Details for this year's It's Your Choice kick-off meeting are as follows:

Date: September 26, 2013
Time: 9:00 a.m. – 11:30 a.m.
Place: Mendota Mental Health Institute
Conference Center Building
301 Troy Drive
Madison, WI 53704-1521
Phone: (608) 301-1000

Attached is a map showing directions to the Mendota Mental Health Institute's Conference Center Building in Madison. Mendota Mental Health Institute is located on the north side of Madison on Lake Mendota. From either the north or south, take Interstate 90/94 to Highway 30 into Madison. From Highway 30, exit to Highway 113 north toward the Dane County airport. Stay on Highway 113 (Northport Drive) and turn on either Troy Drive or Knutson Drive (look for the tall smokestack). For more detailed directions, go to Mendota Mental Health Institute's Internet site at:

http://dhfs.wisconsin.gov/MH_Mendota/directions/simplesdirections.HTM

Parking Directions:

When traveling on Troy Drive to Mendota Mental Health Institute, turn left on North Road near the water tower and follow the signs to the Conference Center parking next to Building 107. The parking lot is a short walk to the Conference Center crossing over a service road (Lorenz Road), to enter

the building on the southeast side of the building. Parking for the disabled is located in the parking lot connected to the Conference Center/Food Service Building, with the handicap access on the southwest side of the building.

Arrange Health Fairs Early

You are responsible for arranging your own health fairs. Contact the health plans and Navitus Health Solutions directly to invite their representatives to your health fair. Please select a date for your health fair that allows plenty of time for 2014 *It's Your Choice* booklets to arrive. To have your health fairs printed in the 2014 *It's Your Choice* booklet or to request the attendance of an ETF representative, please fill out the *Benefit/Health Fair Request Form* (ET-7117), which can be found at <http://etf.wi.gov/publications/et7117.pdf> and return it by July 12, 2013. Contact ETF Outreach by e-mail at ETFOutreach@etf.wi.gov with any additional questions.

Updated Plan Contact List

The recently-revised *Health Insurance Plan Contacts* (ET-1728, Rev. 8/12) can be found on ETF's Internet site at: <http://etf.wi.gov/publications/et1728.pdf>. This document contains each health plan's contacts for membership and coverage, claims, supplies, employee assistance programs, and complaints/grievances. The form is for employer use only; please do not provide your employees with these contacts. Employees should contact the health plan using the contact information on the inside back cover of the *It's Your Choice* booklet.

Employers Should Now Use ETF's Main Number

Effective Friday, March 8, ETF took the step of offering one phone number for members and employers: toll free (877) 533-5020 or (608) 266-3285 for those in the Madison area.

For logon and password support, continue to call (866) 843-9724, (608) 264-9181 (Madison area), or e-mail ETFOnLineHelp@etf.wi.gov.

Redesigned Telephone Message Center

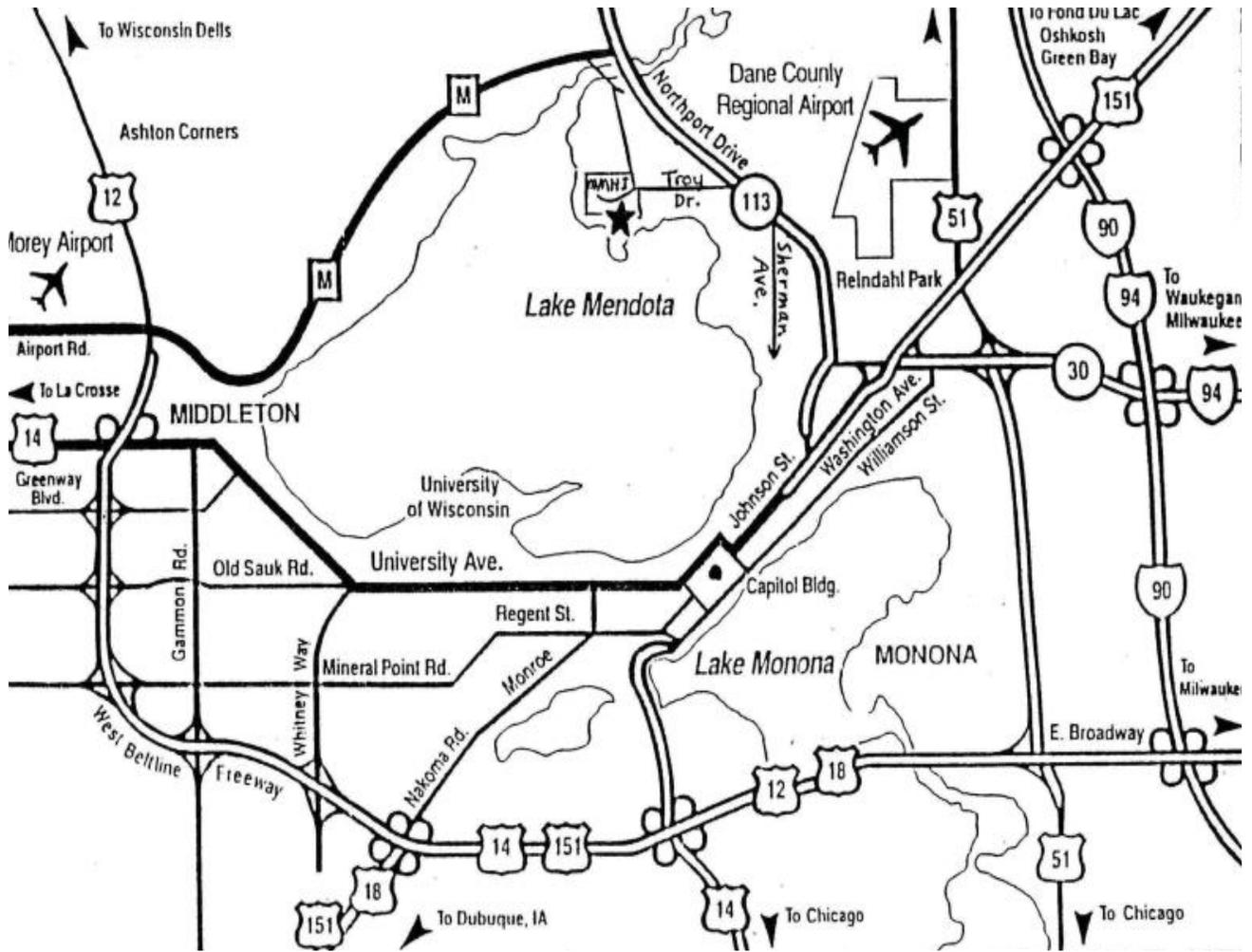
ETF has also redesigned its Telephone Message Center to provide important current messages for members and employers. Use this new service by dialing ETF's main number (noted above), then follow the prompts.

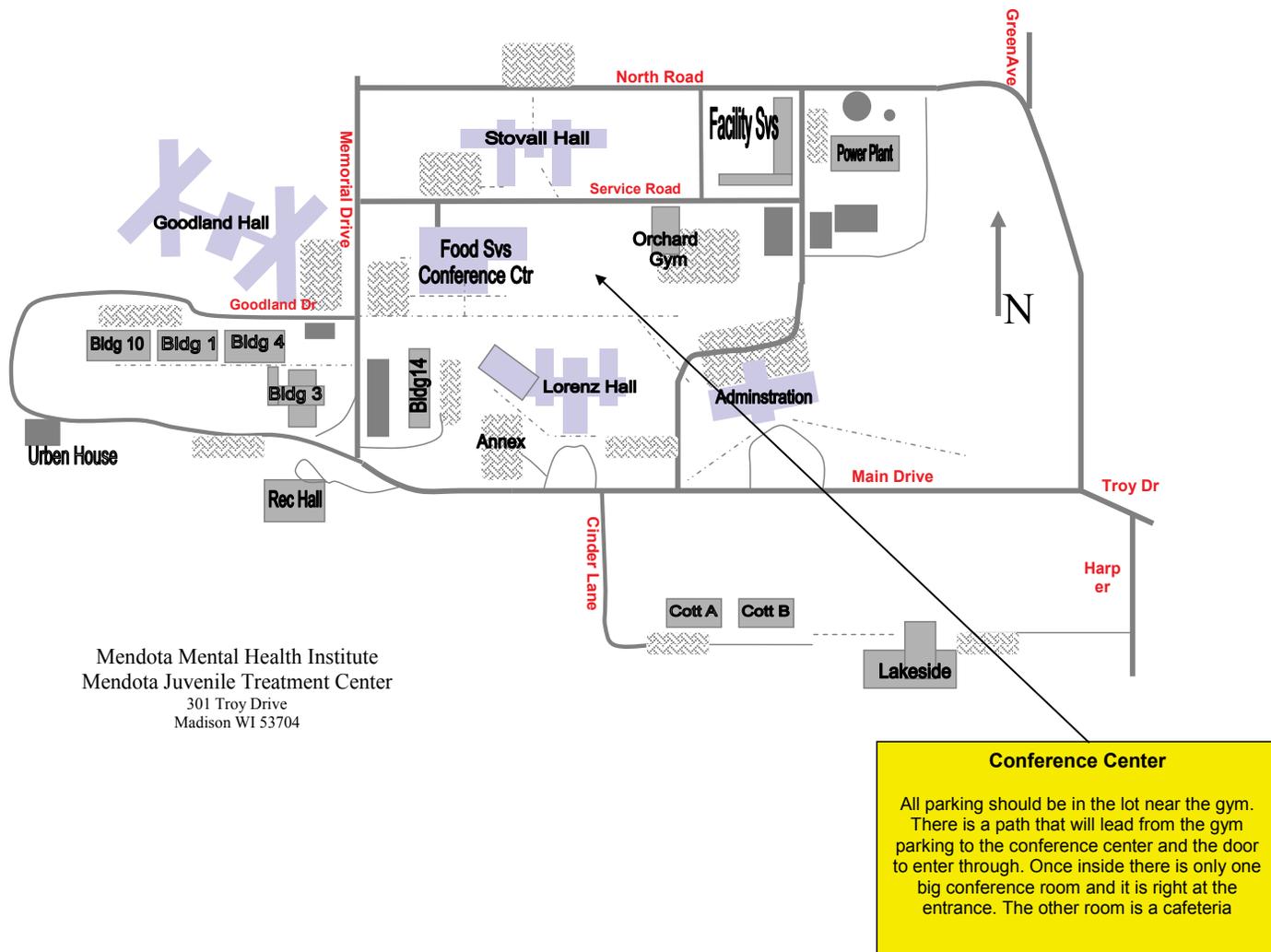
Employers should discontinue the distribution of *Telephone Message Center* brochures (ET-7348).

Thank you for your patience as we implement this service.

Questions

Employer questions may be directed to ETF at (608) 266-3285 or toll free at 1-877-533-5020. Employers may also direct questions to ETF's Employer Communication Center by sending an e-mail to ETFHealthandIns@etf.wi.gov.





Mendota Mental Health Institute
 Mendota Juvenile Treatment Center
 301 Troy Drive
 Madison WI 53704

Conference Center

All parking should be in the lot near the gym. There is a path that will lead from the gym parking to the conference center and the door to enter through. Once inside there is only one big conference room and it is right at the entrance. The other room is a cafeteria

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 the following URL: <http://etf.wi.gov/employers.htm>

Wisconsin Department of Employee Trust Funds
 P.O. Box 7931
 Madison, WI 53707-7931
<http://etf.wi.gov>