

October 12, 2023

Dear MMSD Retiree,

Open Enrollment is the one time during the year where you can make changes to your health and dental insurance without a qualifying event. Your Open Enrollment period is from October 15, 2023 to November 15, 2023. Any changes made during Open Enrollment are effective January 1, 2024.

Enclosed is an election form for you to complete and mail back for us to make plan changes. We also have an electronic version of this form if you would prefer to complete it online. You can find the electronic version of this form under the Retiree Open Enrollment section on the MMSD Human Resources page www.madison.k12.wi.us/humanresources. If you prefer the paper form, you can fax this form back to HR at 608 204-0346, email it to benefits@madison.k12.wi.us or mail it to us at the address below;

Madison Metropolitan School District
ATTN: Retiree Department
545 West Dayton Street
Madison WI 53703

Information about the benefits available to you, along with required annual notices can be found in the Open Enrollment Guide found at www.madison.k12.wi.us/human-resources. Please contact the Retirement Department directly, retirement@madison.k12.wi.us, if you would like a paper copy of the guidebook. Please also review the Retiree Open Enrollment benefits site on the MMSD website www.madison.k12.wi.us/human-resources

MMSD HR is hosting a Benefits Fair on October 25, 2023 from 4:00 pm - 7:00 pm at the Holtzman Learning Center. Please join us to learn more about your benefit options and connect with our vendors. Please note some providers will not be in attendance.

If you have any questions please contact the Benefits Team at (608) 663-1692 or at benefits@madison.k12.wi.us

Thank you!

Madison Metropolitan School District Retirement Department
Email: retirement@madison.k12.wi.us