

STAYWELL

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IPSC Staywell PLUS Program Initiative Frequently Asked Questions

Please explain the program and what I need to do to be reimbursed?

The most basic components of the program are explained in the instructions included with the packet. Employees come in wondering about the program before they have read the packet. Please read the packet thoroughly before asking questions.

I thought this was available to everyone. Why do we need to meet eligibility requirements to be reimbursed?

The Staywell Plus program is an incentive program, not a benefit received as a condition of employment. It is not mandatory. Participation is voluntary, just like all of the other wellness programs. The program is available for all employees and their spouses, but required criteria must be met to become eligible for the incentive.

What do I need to do to become eligible?

The packet clearly explains how to become eligible. To be eligible a participant must meet three criteria.

1. An individual must be enrolled in the IPSC Staywell program by having a signed waiver on file. By signing the waiver, the participant agrees that all activities are done on his/her own time and at his/her own risk, and he/she will not hold IPSC liable for any injuries or damages incurred by preparing for or participating in such activities.

2. The individual must participate in an approved eligible activity.
3. The individual must participate in available IPSC-sponsored Staywell activities during the period of time the Staywell PLUS eligible membership, program, activity, or event is held.

Why are some health/fitness activities or equipment not reimbursable?

To help determine what IPSC would reimburse, other companies incorporating similar programs were looked at and the criteria adapted to meet IPSC's goals with this program. While many different types of activities/equipment/apparel promote health or fitness, it is impossible to specify and include each one. Many options were debated in determining the primary goal. Specific criteria was then established which included some items, yet excluded other items. Even though an item does promote health (and can be argued over and over how beneficial it is), it may not meet the criteria and goal of this program and is therefore not eligible for reimbursement. The program may be adapted or changed yearly by the company as goals or needs change.



Do I need to fill anything out to be reimbursed?

The answer to this question is detailed in the packet and includes all aspects of what is required to be reimbursed, including what receipts to submit, if you purchase from a private party, required forms, etc. Please read the packet. The packet can be obtained in four ways:

1. Outside Brian's office.
2. On the IPSC website www.ipsc.com.

3. On desktop computers in Word "Everyone Forms" Macro #27.
4. In IPSC Live under Payroll System/Electronic Documents/Staywell.

Does my spouse need to fill out a separate form?

Yes. If your spouse is applying for reimbursement, he/she must fill out a separate form and sign it. An employee may not sign for his/her spouse.

Can my spouse and I combine our reimbursement for one item?

Yes. You may combine your reimbursement for items or memberships that will be used by both the employee and the spouse. Each must fill out a separate form and specify how much is to be reimbursed.

An item I bought cost a lot of money. Can I be reimbursed for an item this year and use the same receipt next year also?

If an item costs over \$1000 dollars and you finance it, you may be reimbursed a second year (but you must be able to show payments for the second year). Buying on a credit card and making payments does not qualify. If you pay in full for the item this year, you will be reimbursed only for the calendar year in which the purchase was made. Remember, there are no guarantees this program will be available every year. Financing an item is at your own risk. You will not be reimbursed the second year if the program is discontinued, even if the item was approved for reimbursement the previous year.

Why do I need to participate in a wellness program?

IPSC's goal is to improve the overall health and well-being of employees and their spouses, not just fitness. The wellness programs are designed to improve all aspects of health. IPSC's wants to show the owners and participants the



company is doing all it can to contain health care costs to help avoid having to cut benefits.

Do I need to get preapproval?

No. Preapproval is not required, but it is highly recommended. You run the risk of not being reimbursed because the item may not be an approved product/service. It is recommended that you talk to Brian before purchasing an item.

May I turn in a receipt for an item I purchased before I became eligible?

Once you become eligible, you may turn in receipts for previously purchased eligible items dating back to January 1, 2014.

May I use my spouse's reimbursement for items for me?

Spouses may apply for reimbursement for whatever they want that meets the criteria. You may combine your reimbursement and your spouse's to purchase an item/pass together, but the item must also be something that is designed for combined use. You may not use your spouse's reimbursement to purchase a personal item for yourself.

Can I complete just one wellness program and be reimbursed?

The simple answer is yes. If you are currently participating in a wellness program at the time of reimbursement, you are not required to continue in future wellness programs. However, if this becomes a pattern, it could inhibit the program from being offered next year. The program was designed to promote and encourage continued participation in improving health and well-being. If participating just once to become eligible seems to be a problem, the criteria for next year may be changed to require continual participation for eligibility. IPSC may then require that to be reimbursed the second year, eligibility would be contingent on the previous year's wellness program participation. Or individuals may be required to participate throughout the year before submitting for reimbursement. Continual, sustained participation in all aspects of well-being is currently the goal and the wellness programs are designed to promote this goal.