

Healthy Lifestyles Fitness Funds Rewards

Program Guide



Confidentiality Statement

All Personal Health Information (PHI) shall be held strictly confidential by the SelectHealth employees dedicated to managing the Associated Food Stores Healthy Lifestyles Fitness Funds Rewards Program.

Associated Food Stores (AFS) will not have access to any individual participant's PHI, but will review data in aggregate form only. AFS recognizes the importance of assuring participants that their PHI will remain confidential and that no information gathered from the program will ever be used against a participant.

Associated Food Stores and SelectHealth will have a signed Business Associate Agreement as required by the Health Insurance Portability and Accountability Act (HIPAA). The Business Associate Agreement details the handling of the PHI as required by federal law. Copies of the Business Associate Agreement are available upon request from Team Services.

Mission

The Healthy Lifestyles Fitness Funds Rewards Program mission is to encourage and motivate our employees and their spouses to adopt healthier lifestyles, positively impact our health costs, and develop and enhance a culture of organizational wellness to support and foster improved health.

Eligibility

All full time AFS employees are eligible to enroll and participate in the Healthy Lifestyles Fitness Funds Rewards Program. In addition to AFS employees, spouses covered under the AFS SelectHealth health insurance plan are also eligible to enroll and participate in the Healthy Lifestyles Fitness Funds Rewards Program. Dependent children are not eligible to participate in the Healthy Lifestyles Fitness Funds Rewards Program.

Program Disclaimers

Your doctor should play a primary role in guiding your overall health and physical well-being. The U.S. Surgeon General's report, *Physical Activity and Health*, recommends that you consult with your personal care physician before beginning any physical activity/exercise program (including recreational activities).

The Healthy Lifestyles Fitness Funds Rewards Program assumes no liability for any injury sustained while participating in a Healthy Lifestyles Fitness Funds Rewards Program sponsored program or event and under no circumstances will any injuries sustained by participants be eligible for Workers' Compensation benefits. Injuries sustained while participating in a Healthy Lifestyles Fitness Funds Rewards Program sponsored event or activity or injuries sustained in any activity undertaken by a participant in order to earn an incentive reward under the Healthy Lifestyles Fitness Funds Rewards Program shall not be eligible for Workers' Compensation benefits.

If a participant has an existing medical condition that makes it unreasonably difficult for the participant to achieve the program incentives or if the participant's physician deems that it is medically inadvisable for a participant to attempt to achieve the standards for the incentives under this program, please call AFS Team Services. The Healthy Lifestyles Committee will work with the participant to develop another fair way for the participant to qualify for the incentive.

Why Should I Participate in the Healthy Lifestyles Fitness Funds Rewards Program?

The Healthy Lifestyles Fitness Funds Rewards Program is an opportunity for employees to be rewarded for making healthy lifestyle choices. AFS employees and eligible spouses can earn money for premium credits for participating in related wellness events such as:

- Annual Physician Visit
- Regular Exercise
- Athletic League Participation
- Cancer Screenings
- Attending Wellness Events
- And Much More!

Participants in the Healthy Lifestyles Fitness Funds Rewards Program can earn up to \$200 per year to help offset their healthcare premium expenses!

How Do I Participate In the Healthy Lifestyles Fitness Funds Rewards Program?

STEP 1:

Visit the Healthy Lifestyles link on InSite and then click on Fitness Funds to see the options available to participate in to start earning your Fitness Funds. You can choose to turn in the PDF form with supplemental information or use the online submission form.

STEP 2:

Complete an incentive of your choice. Incentives must occur in the year you are trying to receive credit for them. Once you have completed an incentive item, you will have **6 months** to submit the required paperwork to Wellness: Team Services. After submitting both the necessary paperwork and the required information, you will be given credit for that incentive item. Please check your paystub regularly to confirm that you have been awarded your Fitness Funds incentive dollars. It may take 2-4 weeks for your claim to be processed. Please keep a copy of all submitted paperwork in case it needs to be submitted again for any reason and for your own personal records.

STEP 3:

In late February / early March of the year, all incentive credits earned under the previous year's Healthy Lifestyles Fitness Funds Rewards Program will have been credited. Please keep all original receipts for your personal records or for disputed claims.

Healthy Lifestyle Fitness Funds Rewards Program

How does it work?

Employees and spouses can earn incentive rewards throughout the year by actively participating in the Healthy Lifestyles Fitness Funds Rewards Program. Within 2 – 4 weeks of completion and submission of required paperwork, AFS will pay out the rewards earned as an additional offset toward the employee's health insurance premium. **NOTE: Employee and spouse earned incentives will be credited towards the employee's name.**

How much money can an employee and/or spouse earn in their Fitness Funds Rewards?

The maximum annual rewards per person is \$250. Therefore, an employee and spouse can each earn \$250 in the rewards program for a total of \$500.

Who will administer the Healthy Lifestyle Fitness Funds Rewards?

The Fitness Funds Rewards will be administered by the AFS Wellness Facilitator who will partner with the Payroll Department to ensure employees receive the proper credit on their paycheck.

Healthy Lifestyles Fitness Funds Rewards Program Incentives

Incentives are earned within a calendar year and will be credited to the employee's paycheck to offset AFS SelectHealth medical insurance premium. The maximum incentive any one individual can earn per calendar year is \$250. If both the AFS employee and their spouse are eligible to participate in the Healthy Lifestyles Fitness Funds Rewards Program, they are each able to earn \$250 per calendar year for a total of \$500.

All incentives have been divided into two tiers as follows:

Tier 1: Healthy Behaviors (\$150 maximum)	
Screening	Incentive Dollar Value
Annual Physical (by Primary Care Physician)	\$40
Colon Cancer Screening (Fecal Occult Blood)	\$30
Colon Cancer Screening (Colonoscopy)	\$50
Dental Exam	2 X \$10
Covid Vaccine (requires full manufacturer- recommended doses) TEAM MEMBERS ONLY, separate from \$150 max	\$100
Covid Booster Shot Team Member	\$25
Depression Screening	\$10
Eye Exam/ Glaucoma Screening	\$10
Flu Shot Team Member	\$25
Flu Shot Spouse	\$10
Hearing Screening	\$10
Mammogram	\$50
PAP Test (Women Only)	\$20
Cervical Screening (Women Only)	\$50
Prostate Cancer Screening – PSA (Men Only)	\$10
Prenatal Visits	\$10
Skin Cancer Screening	\$10

** Consult your physician about what screenings are recommended for you. Not all screenings listed above are recommended for all individuals. Some carry gender or age recommendations unless there is a family history. An open dialog with your physician is recommended to help you determine what screenings are right for you.

Tier 2: Healthy Activities (\$100 maximum)	
General Measures	Incentive Dollar Value
Exercise / Activity Log (12-weeks) (4/yr)	\$25 per log
Wellness Event	\$10 per event
Educational Class	\$10 per class
Athletic League Participation	\$10 per league
Nutritional Consultation	\$25 per 2 consults
Exercise/Lifestyle Program	\$25 per program
Care Management Program	\$50 per program
Diabetes / Hypertension Coaching Program	\$100
Select Health Individual Healthy Habit Challenges (4/year)	\$10 per challenge
Participate in 2 or more 5k's, 10k races or 1 Half-Marathon or longer	\$25
Participate in 2 or more bike races that are 49 miles or less or 1 bike race that is 50 miles or more (i.e., MS Bike Race)	\$25

Healthy Lifestyles Fitness Funds Rewards Program Documentation & Required Paperwork

All Healthy Lifestyles Fitness Funds incentive rewards require documentation / validation to receive the reward. When choosing an incentive to participate in please refer to the incentives listed in this program guide and on the website for a detailed description and information on the required paperwork. If the required documentation is not defined within the text of the Healthy Lifestyles Fitness Funds Rewards Program, acceptable documentation / validation will be determined by the Wellness Facilitator. *Please contact us if you have additional questions.*

Paperwork Tips:

- **Participants are required to submit paperwork within 6 months of the incentive activity taking place.**
- Always include the name and employee ID number on all paperwork (this includes paperwork for Spouse activities).
- Keep a copy of all submissions for your records.
- It can take up to 4 weeks for your paperwork to be verified.

Tier 1: Healthy Behaviors

Incentive Value: \$10 - \$50

It is recommended that you consult your physician to find out what screenings are recommended for you. Some screenings may carry gender or age recommendations unless there is a family history. An open dialog with your physician is recommended to help you determine what screenings are right for you. All screening incentives can be earned one time per calendar year except for the Dental Exam incentive which can be earned twice in a calendar year. **Please submit an explanation of benefits (EOB) or a detailed receipt to claim credit for any of the Tier 1 incentives.**

Tier 2: Healthy Activities

Exercise / Activity Log

Incentive Value: \$25

Participants who keep a 12-week exercise log that reflects a minimum of 30 minutes of exercise at least three (3) times per week are eligible to receive the Exercise / Activity Log incentive. This incentive can be earned up to four (4) times per year. The exercise log cannot include activities that are work related or that one does at work. A sample PDF Exercise Log can be found in the forms section of the Healthy Lifestyles link on InSite. Please fax/email/mail when each 12-week log is complete. **NOTE: At least 80% of your activity log must occur in the year you are trying to receive credit for it.**

Wellness Program Event

Incentive Value: \$10

Participants who attend various wellness program events are eligible to receive this incentive. Wellness events include guest speakers, presentations, workshops, Lunch & Learns, or any other programming that is associated with the Healthy Lifestyles Fitness Funds Rewards Program or other wellness programs. Participants are also eligible for the Wellness Event incentive if they take part in a physical activity such as a community walk or run. The Wellness Event incentive items can be earned eight (8) times per calendar year. Healthy Lifestyles sponsored events do not require additional paperwork but if you participate in other events, please submit paperwork to the Healthy Lifestyles Committee.

Educational Class

Incentive Value: \$10

Participants who attend an educational class are eligible to receive this incentive. An educational class is a health or wellness program such as a Certification, conference, convention, seminar, or workshop. Examples of accepted educational classes include health education seminars, financial wellness, and CPR certification classes. Classes must be related to personal wellness. If you have any questions about whether or not your educational event meets the criteria for this incentive, please contact Team Services. The Educational Class incentive can be earned four (4) times per calendar year. If you attend an educational class not sponsored by Healthy Lifestyles please submit a brochure or document showing your participation to earn credit for the incentive.

Athletic League Participation

Incentive Value: \$10

Participants who join an organized athletic league and participate in 80% of the league's events are eligible to receive this incentive. Athletic leagues are any organized recreational or sports league that you join and actively participate in that are at least 8 weeks in duration. Athletic leagues may be indoor or outdoor activities. Examples of acceptable athletic leagues include: basketball, golf, softball, volleyball, soccer, etc. While bowling and skeet shooting are considered sports, participating in organized leagues for these activities will not meet the criteria for the Healthy Lifestyle Fitness Funds Rewards. Activities that are not fitness oriented, such as pool or chess, do not meet the athletic league participation incentive criteria. The Athletic League incentive can be earned eight (8) times per calendar year. **NOTE: At least 80% of your league must occur in the year you are trying to receive credit for it. Coaching a sport does not qualify as an athletic league.** Please submit a roster, receipt or copy of the Athletic League schedule to claim credit for this incentive.

Nutritional Consultation

Incentive Value: \$25

Participants who attend two (2) nutritional consultations with a Registered or Licensed Dietician are eligible to receive this incentive. Participants must meet with a dietician 2 times per incentive item earned. Nutritional consultation, also known as nutrition therapy, is a service designed to provide individualized guidance on appropriate food and nutrient intakes for consumers with special needs. The Nutritional Consultation incentive can be earned 2 times per year.

Exercise / Lifestyle Program

Incentive Value: \$25

Participants who enroll in an exercise or lifestyle program with a certified instructor and attend at least 80% of the program's events are eligible to receive this incentive. A "program" is defined as a multiple week class with the minimum being eight (8) weeks. At least 80% of your program must occur in the year you are trying to receive credit for it. An exercise/lifestyle program incentive may be earned four (4) times per year.

Exercise programs are any exercise, physical activity, fitness or movement programs that are provided by an appropriately certified organization or individual which are designed to improve or maintain your fitness and overall health. Exercise programs must have a beginning date and an end date. **The following Exercise Programs are eligible incentives ONLY with proof of a minimum \$25 payment for the specific class series (8+ weeks): Spinning, Yoga, Pilates, Zumba, Water Aerobics, Boxing, Kickboxing, etc.**

Being an instructor for a class does not count for the Exercise/Lifestyle Program Incentive.

Examples of other acceptable lifestyle classes include: Alcoholics Anonymous, Weight Watchers, Support Groups, Self Defense Class, etc.

If you have any questions about whether or not your program meets the criteria for this incentive, please contact Team Services. Please submit verification of attending a program such as an attendance sheet, receipt of payment, class roster or class schedule.

Chronic Conditions Program

Incentive Value: \$50

Participants who participate in a care management program are eligible to receive this incentive. Care management is a program designed to help participants manage an existing medical condition. Examples of medical conditions include: Diabetes, Chronic Obstructive Pulmonary Disease (COPD), Heart Failure, and Asthma. The Care Management Program incentive **may be earned 2 times per year.**

The incentive requirements for a care management program can be requested from the SelectHealth staff.

Weigh to Health or any Diabetes Prevention Program Incentive

Incentive Value: \$100

Participants who actively participate in a Diabetes / Hypertension Coaching Program through SelectHealth are eligible for this incentive. This incentive can be earned one time per year. You must be an active participant in the program at the end of the calendar year in order to receive this incentive. If you drop out of the program, your incentive will be denied for the year.

Healthy Lifestyles Website

The Healthy Lifestyles link on InSite is the information hub of the Healthy Lifestyles program. Visit the site frequently to stay up to date on updates and activities.

- Learn about the program details and specifics
- Learn about products and services available to you that will help you earn incentive dollars