



Labor-Management Healthcare Fund is the administrator of health, prescription, and dental coverage. It is our goal to help ensure your overall satisfaction with our program, plans of benefits offered, performance of insurance carriers, as well as all customer service conduct.

LMHF WELLNESS INCENTIVE PROGRAM Part I & Part II Instructions

Beginning January 1 of each year, active employees, along with their spouses, (who are LMHF members) are eligible to participate in Part I and Part II of the LMHF Wellness Incentive Program. The program runs January 1 through December 31, at which time, the benefit re-sets and begins tracking the next year's activities.

Wellness Incentive Program - Part I

Employee and/or spouse is required to receive an annual physical by their Primary Care Physician and submit the necessary paperwork to LMHF. Upon completion and LMHF verified, participant will receive a \$50.00 HRA debit card.

- 1.) Retrieve a LMHF "Wellness" packet. All required forms are included in the packet.
- 2.) Applicant is required to receive an Annual Physical provided by his/her Primary Care Physician.
- 3.) Applicant must complete the "Employee Verification" section. Applicant's physician must complete "Annual Physical Verification" section. Must receive physical the same year in which application is made and be an active LMHF member at the time of his/her annual physical.
- 4.) The completed and signed form must be submitted to the LMHF office either in person or via U.S. Postal Service (*Self-addressed envelopes are provided in packets*).
- 5.) A debit card will be delivered to their residence via U.S. Postal Service. Please allow three to four weeks for delivery following LMHF's receipt of documentation. In a separate mailing, you will receive a sample list of eligible/non-eligible expenses as well as instructions regarding use of the card.

Wellness Incentive Program – Part II

To qualify, employee and/or spouse must each participate in twelve (12) wellness-related activities (listed on the reverse side of this document). Upon completion and LMHF verified, participant will receive an additional \$50.00 credit added to their HRA debit card.

- 1.) Participate in twelve (12) approved wellness activities (listed on reverse side).
- 2.) Complete the Wellness Activity Redemption form.
- 3.) Healthcare provider must complete and sign the Preventative Screening Verification form(s) (if applicable). Must receive screenings the same year in which application is made and be an active LMHF member at the time of his/her screening(s).
- 4.) Submit the Wellness Activity Redemption Form and Preventative Screening Verification form(s), vaccination certification (if applicable) to the LMHF office either in person or via U.S. Postal Service. If Part II is fulfilled prior to Part I, documentation will be accepted and kept on file at LMHF. Participant will not be rewarded \$50 for Part II until LMHF receives documentation confirming completion of Part I.

All documents must be submitted no later than February 15 for the prior year's participation and must contain original signatures! Faxes and/or scans are Not Accepted

3786 Broadway Street
Cheektowaga, NY 14227
Phone (716) 601-7980 ♦ Fax (716) 601-7984
www.LMHF.net

Wellness Packets can be obtained through your
Human Resources/Personnel Department,
LMHF office at 601-7980
or online at www.LMHF.net

Wellness Activities Eligible for Part II

LMHF Sponsored Events ONLY

<u>Qualifying Event/Activity</u>	<u>Additional Information</u>	<u>Documentation Required</u>
Employer/LMHF Sponsored Exercise Classes	Offered at Employer Sites	Sign-In Sheets Required
Vaccinations		Must submit Vaccine Certificate with Your Wellness Activity Redemption Form
Worksite Wellness Campaign	i.e. Lose to Win	Sign-In Sheets Required
Annual Screenings	Listed on Preventative Screening Verification Each Screening = 1 Activity	A separate form (signed & dated by your physician) is required for each screening This form available in Wellness Packet, on LMHF Website or call LMHF office
LMHF Annual Walk-a-Thon	Beaver Hollow	Sign-In and Completed Walk Required
LMHF Healthy Cooking Classes	Held Monthly Each Class = 1 Activity	At LMHF Office 5:30 p.m.
Online Wellness Workshops	BCBS Website	LMHF Will Confirm Completion with BCBS
LMHF Wellness Seminars	At Employer Site or LMHF Office	Sign-In Sheets Required
Beaver Hollow Retreats	See Below	Completion of Retreat Verified by LMHF

<u>Event</u>	<u>Points Awarded</u>
Beaver Hollow Fit Camp	6 points
Beaver Hollow Retreat	1 point per day
All Seminars	1 point
All Exercise Classes	1 point
On-Line Programs	1 point
* Lose to Win * Challenge for Change * Weight Watchers - (Employer work-site 12-week program only)	4 points in total available 1 point will be given at the first & last weigh-in <u>Must sign-in</u> Up to 2 additional points are available/given for other events offered as part of the 12-week weight-loss program.

Although it is commendable that folks are either a member of a fitness center and/or work out in a facility, they are not considered LMHF wellness sponsored events. Even by signing in, there is no way to verify your participation once you are at the gym.

Therefore, those activities cannot be applied to your personal credits toward the LMHF incentive program.

Thank you.