



2025-26 WELLNESS PROGRAM

I. IPBC Wellness Program Overview

I.A. Program Description

The IPBC Wellness Program is available to all IPBC member groups with the start of each IPBC fiscal year (July 1st). The program consists of six (6) tiers. Each tier requires a biometric screening and four (4) tiers minimum participation requirement. IPBC member groups are eligible to receive a reimbursement for biometric screening costs for eligible participants (as defined by this policy). IPBC can also pay the wellness vendor directly for biometric screening costs for eligible participants. In addition, IPBC members may receive a monetary wellness incentive based on their ability to qualify for one of the tiers. Please see the **Wellness Program Tier Checklist** for information about each of the tiers.

New members joining the IPBC other than on July 1st will have a prorated screening reimbursement and incentive available, based upon the number of months they have participated in the current fiscal year.

I.B. Program Funding

IPBC members currently have “built-in” to their premiums a wellness fee of \$11.51 per employee or retiree, per month which is accounted for in the IPBC Wellness Fund. The IPBC Wellness Fund funds the entire IPBC Wellness Program.

I.C. Program Participation

IPBC members may choose who they allow to participate in their biometric screening/wellness program, such as full-time, part-time, retirees etc. However, the IPBC will only reimburse members for biometric screenings for active employees who participate in an IPBC health plan, their spouse/civil union partner (if they are included on the employee’s plan) and retirees who continue participation in an IPBC health plan. Children are not included in the reimbursement program. See Section II.A. for additional information.

Participation levels for the tiers for wellness incentives is based on **employee** counts. Please see Section III for additional information.



II. Reimbursement of Eligible Costs

II.A. Biometric Screening Costs Eligible for Payment/Reimbursement

Payment/reimbursement of biometric (finger-stick or venipuncture) health screenings, up to a maximum of \$135/screening for active employees, spouses/civil union partners and retirees who are health insurance participants on an IPBC medical plan are paid from the IPBC Wellness Fund.

II.B. Reimbursement for Other Related Services

Other wellness-related programs *may be* eligible for reimbursement. In order to receive reimbursement for other related services, the other wellness-related services must be administered the same day as the venipuncture/finger stick screening. The exception to this is flu shots. If a screening event occurs in the spring, and flu shots are given in the fall, flu shots will be paid for those eligible participants who participated in the biometric screening in the same IPBC fiscal year, ***with the combined total cost not to exceed \$135. The IPBC will only reimburse up to a maximum of \$135/eligible participant for all services.***

II.C. Submitting Invoices for Payment/Reimbursement

In order to process the biometric screening invoice, each member must submit it to their IPBC Service Team:

- Biometric Screening Invoice Reimbursement Form
- A copy of their invoice
- A coded participant list (it **must** be coded as indicated on the form)

Invoices can be paid directly to the vendor (vendor must be set up in the IPBC accounting system and able to accept ACH payments) or the IPBC member group can be reimbursed. Invoices will be processed upon receipt of all the required documentation. Amounts that are not eligible to be paid by the IPBC per this policy will be paid by the IPBC member groups' wellness incentive account balance from the prior year(s) or the IPBC member group's Terminal Reserve Account.

All documentation for invoice payment/reimbursement must be submitted no later than June 15th.

II.D, Failure to Return Invoice in a Timely Manner

The IPBC preferred vendor for biometric screenings will send their invoice directly to IPBC Staff. IPBC Staff will then forward the invoice to the IPBC Member Group for submission per Section II.C. If the IPBC Member Group fails to return the coded invoice and required documentation for payment after two (2) attempts by IPBC Staff, the invoice will be paid from the IPBC Member Groups Terminal Reserve Account.



III. Wellness Program Incentives

III. A. Tier Allocation

Tier allocation is as follows:

<u>Tier</u>	<u>Incentive/Participant</u>
Intro	\$50
A	\$100
B	\$150
C	\$200
D	\$300
E	\$400

The incentive/participant will be calculated by multiplying the amount allocated to the package total by the number of participants that qualified for the respective package. All IPBC Member Groups are required to maintain a two-month fund balance based upon their share of total IPBC Wellness Fund expenses and their required fund balance is adjusted annually through the IPBC audit process.

III.B. Tier Participation Rate

This percentage is calculated by looking at the number of **employee** participants versus the member's total active employees, union and non-union, who participate in an IPBC health plan in the month that the screening was conducted. If the screenings are conducted throughout the year, the employee count for the final month a screening is conducted will be utilized to determine participation. Spouses/civil union partners and retirees do not count in the participation rate. Please see the Wellness Program Tier Checklist for participation levels for each of the tiers.

III.C. Data Submission Requirement

In order to receive an incentive, IPBC member group must be able to submit the data results of their biometric screening to the IPBC data warehouse. A data layout template is available on the IPBC website. It is the responsibility of the IPBC member to make sure that the biometric screening vendor can provide the required data, and it is the responsibility of the member to make sure that the data is submitted in a timely manner.

III.D. Wellness Incentive Calculation

Incentives will be allocated to qualifying members per the table above upon receipt of all required documentation. The Wellness Program Tier Checklist must be submitted with all required documentation by June 15th in order to be eligible to receive an incentive.



The incentives will be finalized in the audit and placed into the IPBC member groups wellness incentive account and available to members to use for future wellness program activities upon acceptance of final audit.

III.E. Wellness Incentive Payment

Once the audit has been accepted, IPBC member groups should complete the IPBC Wellness Fund Incentive Request Form and submit as indicated on the form.

IV. Program Review

The overall IPBC Wellness Program will be reviewed by the Operations Committee annually. An Ad-Hoc committee may be formed from time to time to review the program and make recommendations to the Operations Committee.