



# NTIC Wellness Incentive Program

2022-2023 School Year

By: Courtney Sexton, NTIC Health & Wellness Coordinator

# What is a Wellness Incentive Program?

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- A point-based program that has been created to allow you to earn a monetary incentive by completing health and wellness related activities.

# How Do I Earn Points?

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- Earn points by completing activities listed in the Health Advocate 2021-2022 program guide.
  - Also found on Page 13 in this packet
- To receive points for the program, there is a list of activities you can participate in and an associated point value with each activity. Each activity has a verification form that must be completed. All completed activities must take place within the one year program timeframe. You will supply the Wellness Coordinator with your completed verification forms and will then be awarded your points. You have until May 31<sup>st</sup>, 2023 to obtain your points.

# What Do I Do With My Completed Verification Form?

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- Once you have completed the verification forms they will be sent to Courtney Sexton (via mail, scan and email, or fax – whichever you prefer) where they will be kept on file. Preventative Screening and Flu Shots have a section on the portal (under “To Do List”) where you can enter the date of the commitment and it will automatically distribute the points to your accounts. **Everything else has to be entered manually by Courtney which will then be uploaded to Health Advocate once per month. For example, anything received in June will be uploaded the first week of July.**

# What is the Incentive?

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- There are two incentive levels:
  - **Silver:** Earn 350 points, receive \$175
  - **Gold:** Earn 550 points, receive \$275
- You may select whichever level you would like. You and your spouse do not have to complete the same levels. Incentive amount is **PER PERSON**.

# Who is Eligible to Participate?

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- The Wellness Incentive Program is available to all **ACTIVE** school district insured employees and their spouses (as long as the spouses are covered by the district insurance as well).
  - Retirees are not eligible
- If you have questions regarding your eligibility - please contact Courtney Sexton, Health and Wellness coordinator, at [csexton@iu17.org](mailto:csexton@iu17.org) or (570) 673-6001 x 2020

# What is the Deadline to Earn Points?

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- The program begins on June 1<sup>st</sup>, 2022 for the 2022-2023 school year.
- You need to earn all of your points by May 31<sup>st</sup>, 2023 in order to receive the incentive.

# How Will I Receive My Incentive?

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- Your monetary incentive will be ran through payroll, therefore, it will be taxed; however, PSERS will not be deducted.
- If your spouse participates and is not a district employee, their incentive pay will be dispersed into your paycheck.
- You will automatically be paid out once you achieve the Gold level. By 5/31, if you have yet to earn your incentive, you will be paid for where you are at (Silver or Gold).
- **You will only be paid ONCE per year.**



# Federal Guidelines

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- Federal guidelines state that incentive money from wellness programs are considered as income and must be taxed. Districts will be paying through payroll as we must follow federal guidelines. We want to make sure that this program stays in place and continues to grow which means we must be in compliance with all rules and regulations.

# Health Advocate Portal

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- For the incentive program, participants will be using an online portal called Health Advocate.
- This online portal will allow you to create your own account and track your points and progress throughout the course of the program.
- **ALL participants must register with the portal to track points.**

# How to Register on Health Advocate

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- To get registered with the Health Advocate portal, visit <https://members.healthadvocate.com/> . You will first be asked to select your organization: NTIC (Northern Tier Insurance Consortium). From there, you will then select the “Register Now” box. You will enter your information accordingly which will then allow you to create a username and password. Every individual will have their own account.
- **REMINDER:** You need to sign up using your LEGAL name. Whatever your name is listed as with your insurance is what the system will use to identify you as an eligible employee or not.
- **Returning Participants:** You will use the same credentials to login as you had in the past. You **do NOT** need to create a new account for the new program year.

# What is Available on Health Advocate's Portal?

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**Wellness Coaching** Unlimited access to a Wellness Coach by telephone or secure web messaging to help you lose weight, get fit, quit tobacco, reduce stress and more.



**Personal Health Profile (PHP)** Get a snapshot of your health, your risk for certain diseases and conditions, and personalized tips to help you improve your well-being.



**Nutrition Support** Make eating healthy simple with delicious recipes and meal plans designed to help you reach your wellness goals.



**Wellness Resources** Learn about health and well-being topics through tip sheets, the Health Advocate Blog and Health Information Center.



**Interactive Challenges** Participate in personal or company-wide challenges to help you get fit, lose weight, eat better, and more.



**Health Trackers** Use the health trackers to track your activity, progress and strive to meet healthy goals. Sync your fitness device or health apps for easy tracking.



**Wellness Workshops** Participate in workshops on a variety of health and wellness topics, like nutrition, fitness, stress management, resilience, financial wellness, and more.



**Gym Discounts** Access discounted memberships to thousands of fitness centers nationwide.

- Personal Health Profile
- Nutrition Support
- Wellness Resources
- Interactive Challenges
- Health Trackers
- Wellness Workshops
- And more!

# Point Breakdown

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- Annual Physical – 100 points
- Annual Health Screening (bloodwork) – 100 points
- Personal Health Profile (found on Health Advocate portal) – 100 points
- Annual Vision Exam – 30 points
- Dental Exam – 30 points/visit, 60 points max
- Proof/Declaration of PCP – 30 points
- Preventative Screenings/Exams – 25 points each
- Referral Program – 25 points each, 50 points max
- Flu Shot – 20 points
- Participate in Registered Race – 40 points each, 80 points max
- Wellness Workshops (found on Health Advocate portal) – 20 points each, 140 points max
- Tobacco Affidavit OR Tobacco Cessation Program – 50 points
- Health Trackers – 250 points max
- Wellness Challenges – Sponsor organized challenges – 250 points max

# Referral Program

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- Our referral program will allow you, as a participant, to earn points for referring co-workers, spouses of co-workers, or even individuals in other participating districts (Bradford, Sullivan, and Tioga County)
- To refer someone – you will need to complete the Referral Form found on the NTIC Wellness website and submit to Courtney Sexton.
- You can earn 25 points per referral. Only 2 referrals per year accepted.
- The person referred must not have participated in the program in the last year and must complete the program (at either level) for you to earn the points. The person referred will also earn 25 points.

# NTIC Wellness Program Website

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- For updated program information, access to verification forms and more, please visit <http://ntic.iu17.org/>

# Contact Info

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- If you have any questions, please contact Courtney Sexton, Health and Wellness Coordinator – BLaST Intermediate Unit 17.
  - **Email:** [csexton@iu17.org](mailto:csexton@iu17.org)
  - **Phone:** (570) 673-6001 x 2020
  - **Fax:** (570) 673-6013
  - **Address:** 33 Springbrook Drive Canton, PA 17724
  - **Website:** <http://ntic.iu17.org/>