

## **Schools Health Insurance Fund**

### **Wellness Grant Guidelines**

The following wording is being recommended: For reimbursement of approved wellness items and activities, the district must submit a voucher and invoice showing proof of purchase, description and overall utilization/attendance. Payments will be made from the Fund to the district within 45 days.

All program events must be complete by June 30 of that Fund year and have until September 30 to submit for reimbursement. Roll over funding requests may be submitted to the Executive Director for Wellness Committee approval.

The Fund will pay contracted vendors directly – a voucher, detailed invoice and W9 is required for payment.

All program events must be complete by June 30 of that Fund year and have until September 30 to submit for reimbursement. Roll over funding requests may be submitted to the Executive Director for Wellness Committee approval.

Any request for reimbursement for a wellness-related item that is not specified in the original application, must be approved by the Fund Executive Director's office. A list of reimbursable wellness items (determined by Aetna) is included and to be used as a guideline.

**New Members** – New members are not eligible for wellness dollars until the following Fund renewal.