







SCHOOLS HEALTH INSURANCE FUND

Wellness Grant Program — Quick Reference Guide

Plan Year: July 1 – June 30 | Questions? HIFWellness@permainc.com | Attn: Jordyn Robinson

The SHIF Wellness Grant exists to improve the long-term health of district employees through screenings, education, and evidence-based wellness programs. All spending must reflect this mission.

 APPROVED	<ul style="list-style-type: none"> • Onsite biometric screenings (blood pressure, BMI, weight, cholesterol, etc.) • Onsite vaccination clinics for preventive care • Cancer and cardiovascular screenings • Health coaching & educational programs (weight loss, smoking cessation, stress management, nutrition) • Wellness seminars and educational webinars • Group exercise classes (yoga, Pilates, Zumba, stretching) • Onsite wellness coordinators via Fund-contracted or district-contracted approved vendors • Wellness fairs (screenings, staging, educational materials) • Massage therapy • Walkathon/5K registration fees (proof of registration required; district certifies participation on submission) • Athletic shoes purchased in bulk as wellness incentives • Wellness magazine subscriptions • Incentives — see Incentive Policy section below • Stipends (must comply with stipend policy — see Detailed Guidelines)
 NOT APPROVED	<ul style="list-style-type: none"> • Food and beverages of any kind (water bottles permitted only as participation-tied incentive) • Competitions not open to all employees (Biggest Loser, exclusive step challenges, etc.) • Gym equipment for home, personal, or workplace use • Stand-up desks • Renovations, furniture, or office supplies • Standard operating or corporate expenses • Travel costs (hotel, flights, mileage, taxis) • Social gatherings, teacher appreciation events, or staff morale activities • COVID-19 supplies (PPE, cleaning products, air filtration) • Cash rewards or payroll contributions (excluding board-approved stipends) • Charitable donations, sponsorships, or fundraisers • Amazon, Visa, AMEX, or general-purpose gift cards • Giveaways distributed without a participation requirement
 INCENTIVE POLICY	<ul style="list-style-type: none"> • GIFT CARDS — Incentive or prize only. Gift cards are a supplement to the program, not a strategy. • Must be earned through participation — do not purchase gift cards in advance of a program • Total cap: 5% of total grant award OR \$500, whichever is greater • Approved vendors: gyms & fitness centers, sporting goods, workout apparel, vitamin/supplement stores, health food specialty stores

	<ul style="list-style-type: none"> • Not permitted: Amazon, Visa, AMEX, general retailers, pharmacies, general grocery stores, restaurants • SWAG / TCHOTCHKES — Branded items (t-shirts, water bottles, hats, towels, etc.) must be tied to participation in a wellness activity. • Total cap: 5% of total grant award • Not permitted as general giveaways, teacher appreciation, or staff morale items • Grant funds are for wellness — not teacher appreciation, staff morale, or general incentive programs.
 <p>APPROVED VENDORS</p>	<ul style="list-style-type: none"> • FUND-CONTRACTED — SHIF pays vendor directly: Advanta Health Solutions, US Wellness, Ramp Health • DISTRICT-CONTRACTED — District pays vendor, SHIF reimburses district: Color, Fitness Knocking, Telligen, Valley Health, Lifeline Screening, Vernon Nutritional Center, Teacher Coach, Spot-It App • All 11 vendors remain approved and recommended. The contracting structure is the only change for district-contracted vendors. • For vendors not on either list, prior written Fund approval is required before contracting.
 <p>KEY DEADLINES</p>	<ul style="list-style-type: none"> • June 30 — All grant funds must be utilized. Unspent funds are forfeited — no exceptions. • September 30 — Absolute last day to submit reimbursement vouchers. No exceptions. • 45 days — Fund payment turnaround from receipt of a complete and compliant submission. • Incomplete submissions will be returned; the 45-day clock begins only when all documents are received.
 <p>SUBMISSION CHECKLIST</p>	<ul style="list-style-type: none"> • Submit completed voucher + all required documents to: HIFWellness@permainc.com, Attn: Jordyn Robinson • Signed Purchase Orders for all items • Vendor invoices (if applicable) OR purchase receipts — must match PO • Check copies or proof of payment for each item listed on voucher • Employer must reimburse employee first — the Fund does not make direct payments to employees • Fund-contracted vendors (Advanta, US Wellness, Ramp Health) are paid directly by SHIF — no voucher needed

For full policy details, refer to the SHIF Wellness Grant Guidelines document.